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Annual Report
1989-90

Australian Bureau of Statistics

Annual Report 1989-90



Australian Government Publishing Service
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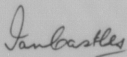
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The Honourable P.J. Keating, MP
Treasurer of the Commonwealth of Australia

In accordance with the provisions of section 24(1) of the *Australian Bureau of Statistics Act 1975*, I hereby submit to you, for presentation to Parliament, this Report for the year ended 30 June 1990.



I. Castles
Australian Statistician

7 September 1990

Australian Bureau of Statistics

Mission

Our mission is to assist and encourage informed decision-making, research and discussion within governments and the community by providing a high-quality, user-oriented and dynamic statistical service; we will actively co-ordinate statistical activities across government agencies and promote the use of statistical standards.

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Notes. In this Report after the first reference the Australian Bureau of Statistics is referred to as the Bureau or the ABS, and the Australian Statistics Advisory Council as the Advisory Council or ASAC.

The contact for any inquiries or further information on the contents of this Report is the First Assistant Statistician, Coordination and Management Division, at the Cameron Offices, Canberra – telephone (06) 252 6052.

1 THE ABS IN 1989-90: AN OVERVIEW

During 1989-90, the Australian Bureau of Statistics (ABS) continued to maintain and increase, in terms of both quality and quantity, the statistical service it provides to Australian governments and to the community generally.

Printed publications are the traditional medium for the release of official statistics. New titles released during the year present statistics on international trade in services, manufacturing technology, construction activity at constant prices, tourist attractions, personal services industries, major business and professional services industries, household expenditure, house price indexes, unpaid household work, career paths of nurses, labour costs, employer training expenditure, and children. Monthly indicative information on accommodation usage in large hotels and motels during the 1989 pilots' dispute was published. Social atlases of Sydney, Perth and Canberra were released (following earlier publication of social atlases of some other capital cities).

Some regular publications were enhanced by inclusion of additional series of statistics, including monthly seasonally adjusted and trend estimates of the balance of payments current account, State gross product at market prices, school participation rates and Aboriginal data from the school statistics collection.

A weekly publication was introduced. It summarises particularly notable statistics released during the previous week and provides information about other past and expected statistical releases.

Statistics are also disseminated through a number of other media, including a range of electronic media. During 1989-90, the ABS commenced regular provision of statistics from many main economic indicator publications through electronic mail.

A major step in preserving Australia's statistical heritage was achieved during the year with the completion of the Colonial Microfiche. This product covers statistics collected by the colonial governments and their precursors from 1804 to 1901 and contains over 250 000 pages of information on more than 3 000 microfiche.

In 1989-90 there was consolidation of a number of major developments, initiated earlier, aimed at rationalising demands on the ABS and the use of ABS resources, and raising revenue. Information consultancy and statistical consultancy services, on a fee-for-service basis, have become well established. Emphasis is being placed on the availability of unpublished data and ways in which it can be presented and analysed to meet needs of individual users of statistics. Research of major market segments for ABS products is in progress to identify preferences for the kinds of information required, formats for it, and options for its delivery.

A national health survey has been successfully conducted since October 1989. It seeks information about the health status of Australians, their use of health services

and facilities, and about health-related aspects of their lifestyle such as smoking, exercise and alcohol consumption. The survey will be completed in September 1990, and final results are expected to be released progressively from April 1991.

Preparations have continued for the twelfth national census of population and housing, which will be conducted on 6 August 1991. The census form has been designed for processing using optical mark reading equipment based on respondent-marked forms, a world first. Computer-assisted coding techniques will also be used. As well as achieving lower costs than for the previous census (which was held in 1986), less effort will be required by householders to complete census forms. Staff working conditions will also be improved and, overall, better quality census data are expected to result.

Early in 1989-90 the ABS central computing installation was upgraded in part to provide capacity for development of systems for the 1991 census of population and housing and, subsequently, for processing of the census. Late in 1989-90 a number of mid-range computers was acquired together with a data base management system which they will run. Installation and commissioning of these mid-range computers will constitute a major thrust in 1990-91.

In addition in 1989-90 a large number of microcomputers was added to those already in use throughout the ABS. A network has been established to link the microcomputers to each other, to the mid-range equipment and to the central computing installation.

Moves continue towards collecting data electronically. Data were supplied on magnetic tape by the Department of Finance in 1989-90 for the Commonwealth budget sector of the public sector accounts, and on floppy disk by the Tasmanian Treasury for the Tasmanian budget sector. Techniques for electronic reporting of data, called "electronic forms", were tested in foreign investment collections. The objective is to reduce respondent load and ABS processing costs as well as improve the quality of statistics.

There were some significant internal changes during the year as the ABS trialed a major organisational initiative - national project centres in State Offices. The purpose of a national project centre is to move most functions associated with a specific collection to one Office, thus centring expertise in the collection. This will result in less fragmented tasks in an Office and more challenging roles for staff, and should lead to efficiency gains.

During 1989-90 the ABS continued to provide technical assistance to official statistical agencies in developing countries in the Asia-Pacific region through visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia, by staff of official statistical agencies of countries in the region, for study tours and training. Lecturers were provided for a number of training courses organised by the South Pacific Commission.

In April 1990 the ABS successfully hosted the Eleventh Conference of Commonwealth Statisticians in Canberra. The Conference was attended by delegates from 36 Commonwealth countries and observers from a number of international organisations. The previous such conference hosted by Australia was the Third Conference, which was held in 1951.

In accordance with provisions of the second tier pay agreement for the Australian public service, and in particular the agreement to adopt new office-based classifications, a 3-year program of participative work design was continued during 1989-90, aimed at improving efficiency and the quality of working life in the ABS. The most significant single achievement during the year was successful disbandment of keyboard-based data capture pools and the integration of former operators into a multiskilled work environment. This has greatly reduced the occupational health risks associated with prolonged keying and has been a major equal employment opportunity initiative.

There was a large increase in staff training in 1989-90 which was accounted for mainly by participative work design workshops and manager and supervisor development.

2 THE ABS IN THE MARKET-PLACE

Introduction

In the national economic accounts which are compiled and published by the ABS, the activities of the ABS itself are included within the institutional sector known as "general government". This sector is defined, in conformity with the United Nations *System of National Accounts*, as embracing

all departments, offices and other bodies **mainly** engaged in the production of goods and services outside the normal market mechanism for consumption by governments and the general public, whose costs of production are **mainly** financed from public revenues and which provide goods and services to the general public, or sections of the general public, free of charge or at nominal charges well below costs of production (*Australian National Accounts: Concepts, Sources and Methods*, ABS Catalogue No. 5216.0, page 16, emphasis added).

The inclusion of the ABS within this sector reflects the fact that the bulk of the output of the national statistical service is of general benefit to the community as a whole, rather than to specific individuals or organisations within the community. In this respect, most of the expenditures incurred in conducting the operations of a central statistical agency such as the ABS are similar to those incurred in carrying out the functions of other national institutions, including parliaments, the courts, the central administrative departments of governments, the defence forces or the police forces.

Although the major part of the costs incurred in providing statistical services cannot be recovered from individual users, there has been an increasing recognition in recent years that **some** of those costs can and should be recovered from organisations or individuals who derive special benefits from them. Accordingly the major statistical agencies in many countries, including Australia, have been moving to increase the proportion of their total costs which is recovered from individual users of products and services.

The ABS commenced charging realistic prices for all its products and services from January 1988; prior to that, products and services had been provided at no cost or for nominal charges. The ABS gross revenue from sales of statistical products and services over recent years is shown in the following table. Some of the increases in 1988-89 are attributable to the full-year effect of the introduction of the new arrangements from January 1988. The large increases in 1989-90 revenue result from more active marketing and charging for statistical and information consultancy services, including to State Governments.

Currently the total revenue raised is about 5% of the ABS's total operating budget.

GROSS REVENUE FROM SALES OF STATISTICAL PRODUCTS AND SERVICES

	1986-87	1987-88	1988-89	1989-90
	Spt '000			
Publications, maps and other paper products	682	2 607	3 755	4 457
Microfiche and electronic products	56	549	1 166	968
Information consultancies and other services	195	300	430	2 734
<i>Total</i>	<i>933</i>	<i>3 456</i>	<i>5 351</i>	<i>8 159</i>

ABS charging policy

ABS charges, which have been reviewed annually in light of market information, now reflect a wider range of factors than in the past. They now take account of the cost of publication (or other means of dissemination of results), numbers of copies of publications produced and sold, the cost of activities undertaken in obtaining information in different fields, and the nature of benefits to users from various publications and services, including whether those benefits are general within the community or largely confined to narrow groups, and whether there are significant commercial uses of the information.

This policy of charging serves three purposes:

- To enable the demand for ABS products and services to be used as a more reliable indicator of how ABS resources should be used.
- To encourage users to address their real needs for ABS products, both statistics and services.
- To relieve the general taxpayer of those elements of the cost of the statistical service which have a specific and identifiable value to particular users.

The ABS continues to recognise the importance of ready access to statistics for public information and for effective decision-making on a wide range of economic and social matters. The rationale behind the ABS charging framework is that the basic statistics the ABS provides will continue to be readily and freely available through such means as press releases and copies of statistical publications in public libraries and in most tertiary institutions. However, the ABS now expects that users requiring their own copies of publications should collectively meet the publication costs and, where practicable, some element of the remaining costs of the service provided.

In addition, the provision of specialised and detailed information may involve substantial added cost for the benefit of a very limited range of users, and in these cases the ABS may seek a more substantial contribution to the full costs of the

service. Also, where statistics are produced essentially for a narrow group of users, the ABS will look to those users to meet the cost of the service.

Feedback from charging

During the period of almost three years since the introduction of more realistic charges for statistical products and services by the ABS, it has become apparent that one of the more important benefits of the new policy is that additional information has now become available on the effective demand for particular statistical products and services. Thus, the first objective of charging has been met.

Although the details of sales of particular products and services must be used with caution, and in combination with other data, the information is an important indication of which products and services are most highly valued by users. Low levels of sales of a particular product may not be a conclusive indication that the product is not required, because some activities may be fully justified by the needs of a few important users; but a high level of sales does demonstrate the willingness of purchasers to pay for the products and services concerned, and thereby provides a conclusive indication that the product is highly valued.

It has also become apparent that users, including Federal and State government agencies, have looked very closely at their requirements now that modest prices are being asked for statistical products. This has resulted in users focusing more sharply on what their requirements really are. In some cases this has meant that pressure has been put on the ABS to produce data to meet those needs. One specific impact has been an increased emphasis on the provision of services tailored to meet specific requirements of the client. Thus, the second objective has been met.

Data on sales revenue has thus provided the ABS with a more informed perspective on the needs of statistical users in many areas, and an improved basis for reviewing, rationalising and improving the Bureau's standard products. Moreover, those in the ABS who are responsible for the content and presentation of particular publications have become increasingly conscious that their objective must be to satisfy the needs of the purchasers and prospective purchasers of the publication concerned.

Another important advantage of the new approach has been to facilitate the provision of a more effective and responsive service to users requiring special tabulations and other "tailored" services. Under the former system, it was sometimes impossible to meet urgent and important demands because the resources which could have been used to satisfy them were already fully occupied in responding to casual requests. By ensuring that those seeking the provision of special services meet the costs involved, the new system has ensured that demands are more carefully considered and more accurately specified. In fact, the introduction of the charging regime in these areas has been a catalyst for users to identify their real demands and to seek a more timely and specific service from the ABS.

In addition, it has become apparent that users with specific requirements are now meeting a significant part of the costs of the ABS meeting those requirements; the large increase shown in the table above in the revenue raised from information consultancies and other services supports this view. The third objective has therefore also been achieved.

Statistics for research

Since the introduction of the user charging regime in the ABS, some research organisations which draw upon the more extensive or detailed statistical data compiled from ABS collections have expressed concern about the impact of the new policy on research activity. They have argued that the ABS charging policy restricts their access to ABS data, because they have difficulties finding the required funds to meet the costs involved.

It is obviously true that, if funds available for research activities are assumed to be unchanged, any increase in the cost of research materials to the user will reduce the volume of research which can be undertaken by the research users concerned. In the longer run, however, the provision of hidden subsidies for research through organisations such as the ABS is counterproductive and possibly wasteful.

Decision-makers who are responsible for research programs should be aware of the true costs of those programs, which means that the cost of statistics should be built into the planning and decision-making process in the same way as the other costs of a research program.

The marketing function in the ABS

As outlined above, the aim of the ABS in implementing a charging policy is to achieve a fair and sensible balance between the costs of statistical activities and their undoubted benefits in the many areas they service. To achieve this balance, it was necessary for the ABS to take on a more flexible, market-driven approach to its operations. A significant part of this was to establish a marketing function in the ABS.

Marketing is often seen as synonymous with "selling", but in fact it embraces a much wider range of activities. The following questions – grouped according to the standard marketing approaches of product, promotion, price and place – need to be addressed:

- **Product:**

- What goods and services should we offer?

- What quality should we offer?

- How are they to be packaged or presented?

- What after sales service should we offer?

- Promotion:

What are the target groups?

How should we reach them?

What image should we present in advertising and other promotional material?

To what extent should we use direct marketing or personal selling?

- Price:

What price should we set?

Should we offer discounts or incentives of any kind?

- Place:

How should we sell/distribute our products?

How should we use 'shops'?

What customer services should we provide (delivery, ordering, credit arrangements)?

What inventory should we stock?

It has been emphasised to ABS staff that marketing is an activity to be considered at the beginning of the statistical process, not only at the end. Marketing must be a skill utilised in all product development and production areas, as the knowledge of the market and the "saleability" of the output are vital issues to be considered. In the ABS, marketing is the responsibility of the subject matter areas with the guidance of the marketing group – not the other way round.

Marketing must also take into account the advantages the ABS has as a supplier in the information sector. These include:

- A vast range of data available, much of which is underutilised.
- The skilled staff, technology and other infrastructure available to provide a range of services.
- Offices in each capital city which provide an Australia-wide distribution network.
- An excellent reputation for integrity and professionalism.

A marketing plan has been developed which sets down directions and approaches aimed at providing answers to the questions posed above. In particular the ABS has taken steps to improve the relevance and responsiveness of its products and services. This has required an increasingly client-oriented approach (ie reacting to the needs of clients) rather than the product-oriented approach (ie priorities and work plans

typically designed around products) which was formerly followed. A vital step in becoming more responsive to the market-place is to understand our market. The marketing plan is currently under review, with the objective of taking full advantage of the experience gained to date in the further development of a more relevant and responsive statistical service.

The new approach has already had a significant impact on the information disseminated by the ABS, and is expected to have an even larger impact in the future.

Market research findings

In addition to ongoing contact with users, the ABS has commissioned or undertaken a number of market research studies to provide an information base for developing marketing strategies. These include a major study of the business community's attitudes and perceptions about ABS pricing policy and the ABS's general performance in the market for providing information.

A number of positive and negative aspects of the ABS marketing performance have emerged from the studies. Among the strengths identified were:

- The information provided by the ABS in publications and other products and services is regarded by most users as of high quality and authoritative.
- The prices charged generally represent "value for money"; some respondent's described the prices charged as very low.
- A recognition that increased emphasis is being given to the extraction and provision of statistics to meet the specific needs of individual clients.
- The market is waiting to be educated on the information available from the ABS and the use to which it can be put; the market believes there is a proper role for the ABS in the provision of statistical information services.

Major weaknesses identified in these studies include:

- Low awareness of the range of ABS products and services, particularly among small to medium sized businesses.
- Insufficient market education on the benefits of using reliable statistical information.
- A view that statistics provided by the ABS were often too out of date.

- The ABS is not seen as a dynamic and responsive organisation prepared to respond to user needs.
- Electronic data services were criticised from the viewpoint of user friendliness.
- ABS staff were seen as requiring upgraded training in sales techniques.

The ABS marketing strategy is attempting to build on these strengths whilst addressing the weaknesses. These endeavours will provide an important focus of our work activities over the next few years.

Conclusion

The experience to date, and the market research studies, have also shown that there is a strong demand for the right type of statistical products and services. It will be a challenge for the ABS not only to meet the current needs of users but to respond to new requirements as they emerge.

3 ABS PROGRAM

PROGRAM STRUCTURE

Under program budgeting arrangements the work of the ABS constitutes a single program, with two sub-programs, *statistical operations* and *corporate services*. In 1989-90 these sub-programs were split into 46 components and 108 sub-components.

In addition to the material contained in this Chapter the following Appendixes provide further details on the ABS program:

- Appendix 1 ABS program structure
- Appendix 2 Top structure and staff of the ABS, with program component responsibilities
- Appendix 3 ABS program expenditure and receipts
- Appendix 4 ABS financial statements
- Appendix 5 ABS program expenditure - Estimates of expenditure by component
- Appendix 6 ABS staffing

Information about the sub-programs and components is given in Chapters 4 and 5.

OBJECTIVE

The objective of the ABS program is to provide a high quality, user-oriented and dynamic statistical service for governments and the community to assist and encourage informed decision making, research and discussion.

DESCRIPTION

The principal legislation determining the functions and responsibilities of the Australian Bureau of Statistics is:

Australian Bureau of Statistics Act 1975
Statistics (Arrangements with States) Act 1956
Census and Statistics Act 1905

The ABS is the central statistical authority for the Commonwealth Government and, under the Government-to-Government Arrangements entered into with the States pursuant to the *Statistics (Arrangements with States) Act 1956*, provides statistical

services for the State governments. The functions of the ABS are defined in section 6 of the *Australian Bureau of Statistics Act 1975* as follows:

- (a) to constitute the central statistical authority for the Australian Government and, by arrangements with the Governments of the States, provide statistical services for those Governments;
- (b) to collect, compile, analyse and disseminate statistics and related information;
- (c) to ensure co-ordination of the operations of official bodies in the collection, compilation and dissemination of statistics and related information, with particular regard to –
 - (i) the avoidance of duplication in the collection by official bodies of information for statistical purposes;
 - (ii) the attainment of compatibility between, and the integration of, statistics compiled by official bodies; and
 - (iii) the maximum possible utilization, for statistical purposes, of information, and means of collection of information, available to official bodies;
- (d) to formulate, and ensure compliance with, standards for the carrying out by official bodies of operations for statistical purposes;
- (e) to provide advice and assistance to official bodies in relation to statistics; and
- (f) to provide liaison between Australia, on the one hand, and other countries and international organizations, on the other hand, in relation to statistical matters.

Thus the ABS has a broad role, to meet the information requirements not only of Commonwealth, State and Territory governments but also of the community at large.

In order to provide official statistics, the ABS undertakes a large number of separate collections, ranging from periodic censuses of industry to regular surveys to provide current economic indicators, and from the population census to household surveys on specific social or economic issues. In addition, the ABS devotes considerable efforts, in close co-operation with Commonwealth and State administrative agencies, to producing statistics as a by-product of administrative systems. Also, the ABS must keep in touch with users of statistics regarding their statistical requirements and with respondents to collections regarding their ability to provide data.

Each field of statistics is the responsibility of a subject matter unit and these units maintain ongoing contact with suppliers and users of data through means such as standing committees, user groups, conferences and seminars of representative organisations, and through day-to-day contact in the course of collecting and

disseminating data. ABS officers outposted to government departments and authorities also play an important part in these respects.

The Australian Statistics Advisory Council, which was established by the *Australian Bureau of Statistics Act 1975*, plays an active role in advising upon the direction and priorities of the ABS work program. The activities of the Advisory Council are described in its annual report to Parliament.

The annual Conference of Statisticians, held in accordance with the Government-to-Government Arrangements under the *Statistics (Arrangements with States) Act 1956*, is a forum in which matters bearing on the relationship between the ABS and State governments are discussed. The Deputy Commonwealth Statisticians in charge of the State offices of the ABS, the Statistician, Northern Territory, and the Statistician, Australian Capital Territory, participate in the Conference, and an official from each State, the Northern Territory and the Australian Capital Territory is invited to attend. In addition, a government statistical coordination and consultative mechanism operates in each State, the Northern Territory and the Australian Capital Territory.

In releasing statistics, the ABS follows the long established principle that data should be made available as soon as practicable and should be equally available to all users.

FINANCIAL AND STAFFING RESOURCES

FINANCIAL RESOURCES, BY APPROPRIATION ITEM AND SUB-PROGRAM, 1989-90 (ACTUAL) AND 1990-91 (ESTIMATES)

	1989-90 (Actual)			1990-91 (Estimates)		
	Statistical operations sub- program	Corporate services sub- program	ABS program	Statistical operations sub- program	Corporate services sub- program	ABS program
\$'000						
Running costs –						
Salaries	83 122	17 772	100 894	91 139	22 172	113 311
Administrative expenses	25 835	15 298	41 133	(a) 32 113	(a) 15 013	(a) 47 126
Receipts credited (b)	(c)	(c)	(c)	2 110	86	2 196
Property operating expenses –						
Current	642	21 398	22 040	3 837	24 307	28 144
Capital	..	434	434	1 065	431	1 496
Compensation and legal expenses	..	86	86	..	58	58
Capital works and services –						
Plant and equipment	3 140	15	3 155	3 241	..	3 241
Construction of facilities	..	1 331	1 331	..	1 937	1 937
<i>Total expenditure</i>	<i>112 740</i>	<i>56 333</i>	<i>169 074</i>	<i>133 505</i>	<i>64 004</i>	<i>197 509</i>
LESS –						
Miscellaneous revenue	5 271	..	5 271	5 711	..	5 711
Section 35 of Audit Act 1901	2 889	340	3 229	2 110	86	2 196
<i>Total outlays</i>	<i>104 581</i>	<i>55 993</i>	<i>160 574</i>	<i>125 684</i>	<i>63 918</i>	<i>189 602</i>

(a) Excludes expenditure from estimated receipts to be credited pursuant to section 9 of Appropriation Bill No. 1. (b) Estimated receipts to be credited pursuant to section 9 of the Appropriation Bill No. 1. (c) Included in administrative expenses.

Note: Any differences between totals and sums of components are due to rounding.

ORGANISATION

Besides the Central Office in Canberra the ABS has an office located in the capital city of each State and the Northern Territory, and an outpost in the Australian Capital Territory Treasury. In Western Australia, South Australia and Tasmania the Deputy Commonwealth Statistician administering the office is also the State Government Statistician.

The number and distribution of operative staff by office over the last 3 years is shown in the following table.

DISTRIBUTION OF STAFF 1987-88, 1988-89 and 1989-90

<i>Office</i>	<i>1987-88</i>	<i>1988-89</i>	<i>1989-80</i>
Average operative staff level (a)			
Central Office (Canberra)	1 644	1 650	1 549
New South Wales Office	501	455	422
Victorian Office	419	383	372
Queensland Office	364	334	296
Western Australian Office	221	237	209
South Australian Office	220	216	226
Tasmanian Office	128	125	117
Northern Territory Office	42	42	43
<i>Sub-total</i>	<i>3 539</i>	<i>3 441</i>	<i>3 234</i>
1986 Population Census			
Data Transcription Centre (Sydney)	27
<i>Total</i>	<i>3 566</i>	<i>3 441</i>	<i>3 234</i>

(a) Comprises full-time staff and part-time staff at full-time equivalent. Excludes inoperative staff, eg staff on approved leave for periods of twelve weeks or longer. Paid inoperative staff accounted for 122 staff years in 1989-90.

Note: Any differences between totals and sums of components are due to rounding.

MANAGEMENT AND PLANNING

The diverse activities involved in providing official statistical services require a considerable management effort to marshal resources in an optimal fashion. The ABS recognises that it is impossible to satisfy all demands, and seeks to react positively and responsibly to the needs of its users. At the same time, the ABS is conscious of the constraints on public spending and on the workload placed on respondents to its collections.

The ABS has adopted a strategic management approach, with the first corporate plan being produced in 1987. Information about the development and introduction of the plan, including an outline of the ABS's mission, its corporate ethos, and its 9 broad objectives, was included in the ABS Annual Report for 1986-87. The corporate plan is currently being updated.

Flowing from the corporate plan, the ABS maintains a 3-year forward work program, which is "rolled forward" by one year each year. The infrastructure for this program is a set of 46 program components and 108 sub-components. Work programs are developed, resources are allocated and performance indicators are established at these levels.

Each year the relative priorities and competing resource requirements of all program components are formally and extensively considered by senior management. Particular attention is given to:

- The extent to which particular statistical activities continue to be justified vis-a-vis other work for which a demand has been expressed by users.
- The costs imposed on respondents to collections, in terms of time, effort and loss of privacy.
- Prospective total resources available to the Bureau within the 3-year period.
- The market potential and revenue implications of the various initiatives proposed.
- Productivity gains which have been achieved or which might be possible in the future.
- Total demands on the service areas which the proposed forward work program would entail.

Proposals from managers of program components are considered by senior management, and the forward work program and estimates which emerge are then examined by the Advisory Council, reconsidered in the light of its advice, and submitted to the Minister. Staff and financial estimates are forwarded to the Department of Finance at the appropriate stages.

The culmination of each year's planning cycle is a comprehensive document describing the ABS's proposed work program for the ensuing triennium and the associated performance indicators and deployment of resources proposed. This document is available for public scrutiny and comment.

The external resource environment is now characterised by fixed financial budgets with variations, negotiated in advance, to allow for major cyclical activities (such as conduct of the population census). For the first year of the forward work program resources are allocated, and then controlled and monitored, at the division and office level of the Bureau. The allocations are reviewed periodically during the year to take account of experience and any changes in circumstances that have occurred or are foreseen.

Regular assessments are made to ascertain whether the goals set down in the work program are being achieved. Heads of Central Office branches and of State offices report formally to senior management, on an annual basis, on achievements against the agreed goals and performance indicators. In this way overall managerial effectiveness is monitored and senior staff both in Central Office and in State offices have an opportunity to discuss problems with senior management of the ABS.

This management and planning system is further enhanced by periodic meetings of senior officers of the Bureau to consider general policy and statistical and administrative matters. One of the standing items on the agenda is the ABS work program, which is discussed in detail before presentation to the Advisory Council.

From time to time, inter-office conferences are held of representatives of subject matter or service units, or those engaged on particular projects. The benefits in communication across a geographically dispersed organisation are significant.

In addition senior management meets regularly to review sales performance and progress against marketing strategies, and to oversight the management of technology, including the introduction of new technology.

4 STATISTICAL OPERATIONS SUB-PROGRAM

OBJECTIVE

The objective of the statistical operations sub-program is to contribute to the statistical goals of the Australian Bureau of Statistics by:

- *Maintaining a balanced, timely, relevant statistical service.*
- *Ensuring product quality.*
- *Extending and improving the statistical service.*
- *Promoting statistical standards, classifications and frameworks.*
- *Coordinating the statistical activities of other government agencies.*
- *Balancing benefits to users with public and private costs of collection.*
- *Being cost efficient and increasing productivity.*

DESCRIPTION

The statistical operations sub-program operates in response to the statistical needs of governments and the wider community, taking into account the public and private costs associated with collecting, processing and disseminating statistical information. At the broad level, the activities undertaken within the sub-program include:

- Collection, processing, analysis and dissemination of statistics.
- Coordination of the statistical activities of other agencies (through coordination reviews, participation in national and State statistical committees and through the ABS outposted statistical service).
- Provision of professional statistical support (through outposted officers and consultancy work).
- Development, maintenance and promotion of statistical standards, classifications and frameworks.

The work program of the statistical operations sub-program is determined after extensive consultation with governments, businesses and community groups and with the advice of the Australian Statistics Advisory Council. In determining the

work program, account is taken of the needs of users, the benefits of statistics, the load on respondents and the costs associated with the activities. Requirements for statistics to support enhancement of social justice and access and equity are taken into account. Information about ABS activities supporting social justice and access and equity is given in Appendix 13.

The statistical operations sub-program depends on the corporate services sub-program for personnel and resource management and executive management. Individual components within the sub-program have close links with a wide range of specific government programs which act as providers of data, users of statistical information and users of statistical coordination and consultancy services. Other agencies also co-operate with the statistical operations sub-program in providing a total statistical service.

OUTPUTS OF THE SUB-PROGRAM

Printed publications are the traditional medium for release of official statistics. However, the ABS exploits all major avenues for dissemination of statistics, and releases data in many forms in addition to publications, including microfiche, computer-readable media (magnetic tape, floppy disk and CD-ROM) and on-line electronic access. This latter form of access includes the use of DISCOVERY, the Telecom national videotex service, to provide access to the main summary statistics; the use of the Paxus public access computer network to give access to a time series data base called AUSSTATS; and the use of the Telecom Keylink electronic mail system to provide a service called TELESTATS which delivers previously requested foreign trade statistics to subscribers and which provides main economic indicator statistics in a multi-access mail box from which users can select information. The ABS also provides a telephone recorded message service - "Dial-a-Statistic" - covering the most frequently sought information. In addition, the ABS operates a central information service in each of its offices, to provide a contact point for general inquiries about the availability of statistics or dissemination services, and an information consultancy service to respond to more complex inquiries.

In most fields, statistics more detailed than those initially released in publications and other forms can be obtained by approaching the ABS through its central information service.

Even with the array of measures described above, the ABS cannot in practice meet the needs of all users of statistics direct. Various information intermediaries therefore play an important role in disseminating statistics. These include all branches of the media, libraries (general and specialised), commercial information networks, and business, academic and other research services.

Over recent years, at the Government's direction, the ABS has been charging, at market prices as far as possible, for all its products and services whether or not they are being provided to governments or the community generally. The aims of this approach are to encourage users to address their real needs for statistics, to enable

the demand for ABS products to be used as an indicator of how ABS resources should be used, and to raise revenue.

PERFORMANCE OF THE SUB-PROGRAM

The performance of the statistical operations sub-program is shown below in terms of the following indicators:

- Dissemination of ABS outputs:
 - Number of ABS releases, classified by subject matter and frequency.
 - Details of other forms of dissemination.
- Resources expended on coordination and consultation services.
- Cost of the statistical operations sub-program.
- Revenue raised.
- Timeliness of the release of ABS statistics.
- Complaints about respondent load.

Dissemination of ABS outputs

ABS RELEASES (a) CLASSIFIED BY SUBJECT MATTER AND FREQUENCY

	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>	<i>Other</i>	<i>Total</i>
Number					
<i>NATIONAL ACCOUNTS, BALANCE OF PAYMENTS, FOREIGN INVESTMENT, FOREIGN TRADE AND PUBLIC AND PRIVATE FINANCE</i>					
1987-88	40	63	173	3	279
1988-89	34	70	168	5	277
1989-90	35	66	130	4	235
<i>AGRICULTURE, MINING, MANUFACTURING, CONSTRUCTION, DISTRIBUTION, TRANSPORT, SERVICES INDUSTRIES, SCIENCE AND TECHNOLOGY</i>					
1987-88	96	145	451	11	703
1988-89	84	140	472	39	735
1989-90	111	133	464	28	736
<i>ESTIMATES OF POPULATION, POPULATION PROJECTIONS, POPULATION CENSUS, VITAL STATISTICS AND MIGRATION</i>					
1987-88	47	9	12	50	118
1988-89	42	8	12	37	99
1989-90	30	8	12	46	96
<i>LABOUR FORCE, EMPLOYMENT CONDITIONS, PRICES AND HOUSEHOLD INCOME AND EXPENDITURE</i>					
1987-88	23	48	117	16	204
1988-89	29	56	134	16	235
1989-90	18	48	146	11	223
<i>EDUCATION, HEALTH, WELFARE, LAW, ORDER AND PUBLIC SAFETY</i>					
1987-88	36	12	48
1988-89	24	13	37
1989-90	23	15	38
<i>GENERAL</i>					
1987-88	34	19	131	4	188
1988-89	27	16	142	7	192
1989-90	40	16	142	46	244
<i>TOTAL</i>					
1987-88	276	284	884	96	1 540
1988-89	240	250	928	117	1 575
1989-90	257	271	894	150	1 572

(a) Includes catalogue numbered publications and releases on microfiche, magnetic tape and floppy disk.

OTHER FORMS OF DISSEMINATION

	1987-88	1988-89	1989-90
AUSSTATS (Registered customers at 30 June)	185	160	145
TELESTATS -			
Foreign trade statistics (Number of subscribers at 30 June)	50	60	108
Main economic indicator statistics (Number of registered users at 30 June)	40
DISCOVERY (ABS frames accessed)	206 318	172 348	152 107
CD-ROM (Units sold) (a)	198	337	374
Inquiries serviced (Number)	342 967	349 014	297 102
Dial-a-Statistic (Number of calls)	36 900	51 902	70 264

(a) Includes CDATE86 and regional profiles.

Coordination and consultation services

STAFF YEARS EXPENDED ON OUTPOSTING AND CONSULTANCY

	Commonwealth Government	State Government	Other	Total
Staff years				
1987-88				
Outposting	11.3	10.0	..	21.3
Consultancy	6.6	6.0	3.3	15.9
Total	17.9	16.0	3.3	37.2
1988-89				
Outposting	9.8	7.0	..	16.8
Consultancy	7.2	6.6	1.4	15.2
Total	17.0	13.6	1.4	32.0
1989-90				
Outposting	3.3	6.7	..	10.0
Consultancy	8.5	9.2	3.4	21.1
Total	11.8	15.9	3.4	31.1

Cost of the statistical operations sub-program

COST OF STATISTICAL OPERATIONS SUB-PROGRAM AT CURRENT AND CONSTANT (a) PRICES

	1987-88	1988-89	1989-90	
			(b)	(c)
			\$'000	
TOTAL COST				
Current prices	95 041	112 749	112 098	112 740
Constant prices (a)	80 136	89 697	85 702	86 193
EXCLUDING POPULATION CENSUS DATA TRANSCRIPTION CENTRE				
Current prices	94 180	112 749	112 098	112 098
Constant prices (a)	79 410	89 697	85 702	85 702

(a) 1984-85 prices, derived by applying the implicit price deflator for Commonwealth Government consumption expenditure (excluding Defence). Figures for 1987-88 and 1988-89 have been revised from those shown in the 1988-89 Annual Report because of the availability of revised deflators. (b) Derived on basis consistent with previous years' data: excludes property operating expenses of \$642 000 (at current prices) which were attributable to the ABS for the first time in 1989-90. (c) Includes property operating expenses.

Revenue raised

REVENUE RAISED AT CURRENT AND CONSTANT (a) PRICES

	Current prices			Constant prices (a)		
	1987-88	1988-89	1989-90	1987-88	1988-89	1989-90
				\$'000		
Publications, maps and other paper products	2 607	3 755	4 457	2 050	2 751	3 023
Microfiche, magnetic tapes and other electronic products and services (except CD-ROM)	520	536	605	409	393	410
CDATA86 and other CD-ROM products	29	630	363	23	461	246
Information consultancy services	(b)	(b)	1 327	(b)	(b)	900
Statistical consultancy services and "user-funded" surveys	(b)	(b)	868	(b)	(b)	589
Receipts from State Governments (part)	(c) 246	167
Other revenue	300	430	(d) 293	236	315	224
Total	3 456	5 351	8 159	2 718	3 920	5 559

(a) 1984-85 prices, derived from movements in the consumer price index, weighted average of 8 capital cities. (b) Not separately identified; included in "Other revenue". (c) Payments by some State Governments; fully reimbursed. (d) Includes \$150 000 from other agencies for outposted services.

Timeliness of the release of ABS statistics

TIME BETWEEN END OF REFERENCE PERIOD AND RELEASE OF DATA

	1987-88	1988-89	1989-90
Average number of elapsed days			
<i>MAIN ECONOMIC INDICATOR STATISTICS</i>			
Monthly	42	42	42
Quarterly	74	74	73
<i>OTHER STATISTICS</i>			
Monthly	50	46	52
Quarterly	120	100	100
Annual	356	268	276

Complaints about respondent load

WRITTEN REPLIES TO BUSINESS COMPLAINTS AND MINISTERIAL AND STATISTICIAN'S REPLIES ABOUT RESPONDENT LOAD

	1987-88	1988-89	1989-90
Number			
Replies to business complaints	73	(r) 56	51
Ministerial replies	8	3	..
Statistician's replies	4	8	3

(r) Revised.

Evaluations

Various program elements were involved in 2 major evaluation exercises during the year.

An evaluation of the ABS economic statistics strategy is assessing the changes required to statistical systems to ensure that governments and the community continue to have available a set of high-quality and relevant economic statistics suitable for informed decision-making, research and community discussion. To date, the evaluation has led to identification of conceptual and procedural changes which will significantly improve the effectiveness of the existing statistical process. It is anticipated that recommendations arising from this evaluation will have been implemented by the end of 1992.

Work continues on an evaluation of the demographic, labour and social statistics strategy. The emphasis is on examining the relevance of the sub-program's demographic, labour and social statistics, and their collection and compilation strategies, with a view to clarifying the role of the ABS (particularly vis-a-vis other agencies), setting directions, and determining major activities so as to reflect the needs of government and the community generally over the next 3 to 5 years. A detailed progress report was discussed by the Australian Statistics Advisory Council in May 1990.

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of this sub-program during 1989-90 (except the Divisional administrative support components).

Information services

The information services component distributes printed ABS publications through ABS Bookshops and through a subscription mailing service; provides a central information service to supply, in response to inquiries, statistical information that is quickly and routinely available, and an information consultancy service on a fee-for-service basis for clients with more complex information needs; furnishes a library service to ABS staff and to external users of national and international statistical material; and compiles a number of compendium publications such as *Year Book Australia* (ABS Catalogue No. 1301.0) and *Statistics Weekly* (ABS Catalogue No. 1318.0).

The telephone numbers, facsimile numbers and addresses of the central information service in all ABS offices are listed on pages 127 and 128.

Some details of information services provided over the past 3 years are shown in the performance indicators for the statistical operations sub-program (see pages 23 to 27). Additional details are included below.

Central information service

The central information service has recently taken new directions to service ABS clients. While still satisfying most inquiries free of charge, the service has also been required to recover a small amount of the running costs of the ABS. This has led to establishment of an information consultancy service on a fee-paying basis, with trained and experienced staff able to foster clients' use of ABS statistics.

It has also resulted in a rationalisation by clients of their needs, with total inquiries to the information service dropping by about 15% in the past year to 297 000. During 1989-90 the service received 67% of inquiries by telephone and facsimile, 29% by personal visit and 4% by mail. Of the total inquiries, 83% were relatively

straightforward and were serviced free of charge by supplying, for example, a publication or a few readily available figures. The other 17% involved a more detailed response such as providing customised data services, arranging for a special extraction of data, or coordinating a response covering a range of statistics. Such services are provided for a fee.

Telephone inquiries to the central information service are filtered through a telephone queuing system: inquiries which can be serviced quickly are answered immediately; inquiries which are more complex are referred to the information consultancy service. The introduction of this facility has allowed staff to devote more attention to providing information tailored to individual clients' needs.

The central information service in the ABS Central Office in Canberra also supplies statistical information, as required, to international organisations.

The ABS Bookshop in each State and Territory office complements the publications subscription mailing service (see below) by satisfying ad hoc requests for ABS publications. During 1989-90, the Bookshops sold \$1 037 000 of publications to clients, an increase of 47% on the previous year.

A telephone recorded message service – "Dial-a-Statistic" – is provided from the larger ABS offices. In the Sydney, Melbourne, Brisbane, Perth and Adelaide offices the message covers the most frequently sought series, including the consumer price index. In Canberra, the service also provides information about forthcoming data release dates.

Subscription service

The subscription service continues to be the mainstay of the ABS's cost recovery activities and supplies a wide spectrum of users of statistics with publications and other statistical products. The majority of subscribers are business enterprises and other private sector users (54%). Commonwealth, State and local government departments and authorities account for 19% of subscriptions, educational institutions 11%, and public libraries 7%, leaving 9% in other categories. These subscribers have on order about 250 000 publications and products. In 1989-90 subscription service sales were valued at \$2 544 000, representing about 31% of total ABS gross revenue from sales of statistical products and services.

Following the introduction of hand-held scanners in 1988-89 to automate subscription marking-in, receipting of monies and generation of statements for banking purposes, further improvements in system operations were made in 1989-90 through introduction of a microcomputer-based system linked to the ABS's mainframe computer. These improvements resulted in much faster processing of subscriptions. In addition steps were taken to reduce the time lag between the release of a publication and the delivery of the publication to clients. Other enhancements are planned to further improve client services and to provide better management information.

The ABS Library provides a library information service to staff and to the public in the area of national and international statistics and maintains a research-level library collection in statistics and economics. In addition, the Library, in association with the central information services in State Offices, manages an outreach program to libraries with collections of ABS material in order to promote understanding by librarians and their user communities of the range of ABS statistical products and services.

Activities and achievements during the year included:

- Launch of the Colonial Microfiche. This product covers statistics collected by the colonial governments and their precursors from 1804 to 1901 and contains over 250 000 pages of information on more than 3 000 microfiche. It is a major initiative in preserving Australia's statistical heritage. It is described in *Colonial Microfiche: Catalogue of Australian Statistical Publications, 1804 to 1901* (ABS Catalogue No. 1115.0).
- Continued success of the outreach program to libraries with collections of ABS materials, with staff from both Central and State Offices having visited a variety of participating libraries, run seminars and prepared material specifically for librarians, such as guides to the use of ABS material.

Publishing

The publishing component provides a publishing service for ABS products produced as printed publications and microform.

Printed publications range in size from a few pages containing monthly or quarterly key indicator series to major volumes such as the Australian and State year books. All publications are listed and described in the annual *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0). The volume of publication activity is indicated in the following table.

PUBLICATIONS ISSUED, 1989-90 (a)

	<i>Annual</i>	<i>Quarterly</i>	<i>Monthly</i>	<i>Other</i>	<i>Total</i>
	Number of titles				
Central Office (Canberra)	113	40	48	59	260
New South Wales Office	24	3	6	5	38
Victorian Office	17	3	8	7	35
Queensland Office	39	5	7	5	56
Western Australian Office	27	5	6	9	47
South Australian Office	24	4	4	4	36
Tasmanian Office	11	4	5	1	21
Northern Territory Office	4	3	2	2	11
<i>Total</i>	<i>259</i>	<i>67</i>	<i>86</i>	<i>92</i>	<i>504</i>

(a) Includes, in addition to printed publications, catalogue numbered releases on microfiche, magnetic tape, CD-ROM and floppy disk.

Some further details relating to publishing activity are shown in the performance indicators for the statistical operations sub-program (see pages 23 to 27).

The use of electronic publishing systems, which were introduced in 1988-89 for composition and typesetting publications, was consolidated during 1989-90 with some minor enhancements. The ABS publishing manual, the reference document for preparing publications, was extensively revised to reflect present publishing policy, facilities, procedures and standards.

A number of "families" of publications was released during the year. For example, a series of 10 publications (ABS Catalogue Nos 8652.0 to 8661.0) was released presenting statistics of major tourism and personal services industries compiled from a survey of the industries in respect of 1986-87. The Bureau also released its first weekly publication, *Statistics Weekly* (ABS Catalogue No. 1318.0), in October 1989.

Electronic dissemination

The electronic dissemination component provides a range of support services for the dissemination of ABS products and services produced in computer-readable form. With advances in telecommunications and increasing community access to computing facilities, there has been a growing demand for statistics in forms suitable for access, storage, and manipulation by computer. Growing numbers of users require immediate access to newly-released statistics and the ability to transfer and manipulate data from large data bases on demand.

The ABS is aware of a number of desirable improvements in its electronic dissemination services. Several of its products are difficult to use and a lack of standard user interfaces increases these difficulties. Plans are being put in place to substantially improve ABS electronic products and services.

Some details of electronic dissemination activities over the past 3 years are shown in the performance indicators for the statistical operations sub-program (see pages 23 to 27).

The current ABS services which make use of electronic media are reviewed briefly below.

DISCOVERY (previously known as VIATEL)

Through DISCOVERY the ABS provides electronic access to summary statistics from 50 ABS publications. Users can obtain main economic statistics instantly at the time of their release.

AUSSTATS on-line data service

The AUSSTATS on-line data service comprises a time series data base and supporting software on the Paxus public access computer network. The service has time series data storage, retrieval and manipulation facilities. Its features include the following:

- The data base is updated whenever statistics are released. Series cover the full time span of available data (up to 30 years in some cases).
- Users may access the data base through a permanent link to Paxus, by a dial-up connection using the telephone network, or via "gateways" from other Australian or international networks.
- Users may transfer data from AUSSTATS to their own computer systems.

To reduce operational costs, the data holding for the service was reduced in 1989-90 from over 60 000 series to 8 000 series based on an analysis of client usage over a 12-month period. Series which are of interest to specific customers but which are not included in the general data holding can be provided on request.

TELESTATS electronic mail services

The TELESTATS services offered by the ABS use the Telecom Keylink electronic mail system to deliver statistical information to subscribers. The following 2 services are offered:

- Delivery of prespecified foreign trade statistics to individual subscribers' electronic mailboxes. A subscriber may request, for example, returns each month showing trade in a range of commodities specified by the subscriber.

- Provision of some main economic indicator statistics in a multi-access electronic mailbox from which up to 299 registered users can simultaneously select information. It is planned to extend this service to cover all main economic indicator publications. However, progress has been slower than was anticipated, as early experience showed that a number of system enhancements are desirable. At the end of 1989-90, 26 titles from this range of publications were available. It is expected that the remaining titles will be made available during 1990-91. The titles are listed in the *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0).

Magnetic tape services

In recent years a growing volume of data has been made available on magnetic tape. Currently the ABS has 53 standard tape services. In addition data are made available on tape on an ad hoc basis. Each tape is accompanied by documentation containing the technical and other information needed for it to be used effectively.

Floppy disk services

The ABS has developed systems for providing data on floppy disk in formats which can be read by the majority of personal computer systems. Floppy disk services were first made available to the public during 1986-87 and now cover statistics from the labour force survey, the retail census, the population census, the Geostats system (formerly the Australian Municipal Information System), the national accounts, the NIF 10S model data base, the agricultural census and the income distribution survey, as well as some quarterly time series in other fields of statistics. In addition, social, population and labour statistics directory information is available from the *DIRECT* floppy disk package (ABS Catalogue No. 1116.0). A full listing of the services available is given in the *Catalogue of Publications and Products* (ABS Catalogue No. 1101.0).

CD-ROM services

The first CD-ROM (compact disk read only memory) product released by the ABS was *CDATA 86 - Census of Population and Housing on CD-ROM* (ABS Catalogue No. 2522.0). It comprises an extensive range of 1981 and 1986 population census data on CD-ROM together with documentation and software to provide a complete system for retrieving, manipulating, tabulating and mapping the data using a microcomputer. It was developed and is being marketed by the ABS and the ABS's partner in developing the product, a private enterprise company, Space-Time Research Pty Ltd. Since its launch in February 1988, over 730 copies of the product have been sold yielding total sales in excess of \$2 million.

The regional profiles range of CD-ROM products, which currently covers statistics from the GEOSTATS system (formerly the Australian municipal information system), the standardised local government finance system, the agricultural census and the retail census (ABS Catalogue Nos 1329.0, 1251.0, 7115.0, and 8641.0,

respectively), was also developed jointly by the ABS and Space-Time Research Pty Ltd. Marketing of this range of products has resulted in sales of about 170 units yielding a total return of \$94 000 since its commencement in July 1988.

Marketing

The marketing component, which was introduced in 1988-89 to perform a central marketing function for the ABS, has responsibility for providing leadership on a range of marketing issues, including development and maintenance of a marketing plan for the ABS, and identification of opportunities for increasing ABS revenue potential. In addition, it provides marketing and customer relations training support for other ABS program components.

The first marketing plan was developed early in 1989. It outlined overall strategies and directions for marketing by the ABS and specific tasks to be undertaken during 1989. It emphasised that the ABS is in the business of satisfying client needs for information leading to informed decision-making. The plan was widely disseminated throughout the ABS and led to a general raising of awareness within the organisation of the goals and objectives of ABS marketing initiatives. Following the release of this plan, more specific plans have been developed for individual areas within the ABS. An overall marketing plan for 1990-91 will be developed to build on the strategies outlined in the initial plan and provide direction for future marketing activities.

The 1989 marketing plan focused on the need to know more about the market for statistical information, preferences for the kinds of information required, formats for this information and options for delivery. This has led to a major market research project on the major market segments for ABS products and a number of research projects involving the testing of proposed new products.

To improve the responsiveness of ABS products and services, a statistical consultancy service (see pages 55 and 56) and an information consultancy service (see pages 28 and 29) were introduced and promoted. More emphasis has been placed on the availability of unpublished data and ways in which it can be tailored to meet individual clients' needs. Progress has been made on identifying more precisely information needs of major industry groups in order to promote products of specific use to each industry.

The experience of the ABS in the market-place is reviewed in Chapter 2 of this Report.

The marketing component now incorporates a function designed to provide personal sales promotion of key products and services. The main task for this area will be to develop closer relationships with clients and provide information solutions to meet their needs from the wide range of ABS products.

National accounts

The national accounts component produces a range of statistics which together form the Australian system of national accounts. It summarises, in a systematic and comprehensive way, the economic transactions that take place in the Australian economy and between Australia and the rest of the world. The usefulness of the accounts derives largely from the way in which data are brought together from all available sources and presented in a conceptually consistent way both for a given period and over time. The accounts basically accord with the recommendations contained in the United Nations *System of National Accounts*.

To present an up-to-date picture of the national economy, summary national income and expenditure accounts at both current and constant prices are published as soon as possible after the end of each quarter. However, much of the more reliable information needed for the accounts does not become available until some time after the publication of preliminary figures. Therefore, estimates for the most recent quarters are revised as additional information becomes available.

A more detailed and firmer picture of the national economy is provided in annual and periodic national accounts statistics such as annual national income and expenditure estimates, annual estimates of gross product by industry and input-output tables (triennial from the 1986-87 reference year).

Activities and achievements during the year included:

- Preparation of experimental estimates of unpaid household work on a basis consistent with the national accounts framework. They were published in an information paper *Measuring Unpaid Household Work: Issues and Experimental Estimates* (ABS Catalogue No. 5236.0).
- Publication of a revised edition of *Australian National Accounts: Concepts, Sources and Methods* (ABS Catalogue No. 5216.0).
- Release of a brief introductory guide to the national accounts, aimed mainly at students and non-economists who need some knowledge of national accounting principles. It is entitled *A Guide to the Australian National Accounts* (ABS Catalogue No. 5235.0).
- Extension of State accounts to provide estimates of State gross product at market prices, in addition to the factor cost estimates published for the past few years, in *Australian National Accounts: State Accounts* (ABS Catalogue No. 5220.0).
- Release of *Australian National Accounts: Input-Output Tables on Floppy Disk* (ABS Catalogue No. 5230.0).

International accounts

The international accounts component produces statistics and related information on the balance of payments, international economic transactions and foreign financial assets and liabilities. Balance of payments and foreign investment statistics are published in monthly, quarterly and annual releases, and statistics more detailed than those published are available on request. Unit record files containing foreign participation characteristics of enterprises are produced periodically for use by other ABS components to undertake studies of foreign ownership and control.

Activities and achievements during the year included:

- Publication, from July 1989, of monthly seasonally adjusted and trend estimates covering the entire balance of payments current account, and publication of a description of the series in *Information Paper: Seasonal Adjustment of Australia's Monthly Balance of Payments Statistics* (ABS Catalogue No. 5359.0).
- Development and publication of new series covering education services and financial services in the quarterly and annual publications *Balance of Payments, Australia* (ABS Catalogue Nos 5302.0 and 5303.0).
- Introduction of improved reporting and processing arrangements in the survey of international shipping operations.
- Release of monthly balance of payments series on TELESTATS.
- Conduct of a pilot survey of returned Australian travellers. A full survey is expected to be conducted in 1990-91 to improve the travel debits estimates in the balance of payments.
- Release of a new publication *International Trade in Services, Australia, 1987-88* (ABS Catalogue No. 5354.0). This publication, which provides details on a range of international service activities, is expected to be published biennially.
- Development of "electronic forms" for electronic reporting in foreign investment collections. The objective of this development is to reduce respondent load and ABS processing costs as well as to improve the quality of foreign investment statistics.
- Completion of a review of future directions for foreign participation statistics.
- Introduction of quarterly measures of the level of investment in Australian corporate equities. This has enabled publication of a comprehensive quarterly international investment position statement in *Foreign Investment, Australia* (ABS Catalogue No. 5306.0).

Foreign trade

The foreign trade component provides detailed statistics on the composition of Australia's export and import trade and on shipping and air cargo movements. The statistics are available in a range of publications, on microfiche and magnetic tape, and through special returns which provide regular information on individual commodities to subscribers by either post or TELESTATS (an electronic mail service). Customised data are also available on an ad hoc or subscription basis through a number of different media. The component also maintains the statistical classifications for use by importers and exporters in completing customs documentation.

Activities and achievements during the year included:

- Ongoing implementation of Phases 1 and 2 of the Australian Customs Service electronic system (EXIT) for lodging and processing exports information.
- Progressive implementation of recommendations of a review of the component's computer processing system. This will result in improved data quality and timeliness, increased system flexibility, improved delivery of statistical services to clients and significant resource savings.
- In conjunction with the Computer Services Division, design and development of a high speed, easy-to-use, microcomputer dissemination facility (FASTTRACCS) for use by the ABS central information service to respond to ad hoc requests for foreign trade statistics.
- Continuation of a review of confidentiality practices and procedures to examine the potential for minimising the impact, on foreign trade statistics users, of embargoes on the release of data, and the potential for automation of the review of embargoes. Recommendations are to be implemented in 1990-91.
- Commencement of a detailed review of clients' needs for selected publications, microfiche and magnetic tape.
- Generation of a 20% increase in revenue from the sale of statistical services in 1989-90 over the previous year. The component currently contributes about 13% of ABS revenue.
- Assistance to official statistical agencies in the Pacific region by conducting a one-day training course in foreign trade statistics for officials from Brunei and by providing special data services to the South Pacific Commission.

Consumer income and expenditure

The consumer income and expenditure component produces household income, expenditure and related housing statistics and is responsible for development, compilation and dissemination of statistics from regular household income and expenditure surveys. The component also undertakes compilation of the consumer price index (CPI) and a range of producer and foreign trade price indexes. The CPI measures the change each quarter in the cost of purchasing a constant basket of consumer goods and services. House price indexes compiled for use in calculating the mortgage interest charges component of the CPI are published separately and provide estimates of the change each quarter in housing prices. The producer and foreign trade price indexes address broader economic concerns and include inputs and outputs of manufacturing industry, materials used in the building industry, exports and imports.

Activities and achievements during the year included:

- Completion of the dissemination program for the 1988 housing survey.
- Development of the 1990-91 income survey.
- Completion of processing of the 1988-89 household expenditure survey, publication of *Information Paper: Household Expenditure Survey* (ABS Catalogue No. 6527.0), and publication of some final statistics from the survey. Further results will be released in 1990-91.
- Completion of a review of medium term directions in the field of income and expenditure statistics.
- Continuation of the development of a computer system for compilation of the CPI. The system is planned to be fully operational in 1990.
- Release of a new quarterly publication *House Price Indexes: Eight Capital Cities* (ABS Catalogue No. 6416.0) which provides estimates of changes in housing prices for established houses and project homes.
- Release on floppy disk of the mortgage interest charges debt profile model used in the CPI.
- Commencement of a review and rebase of the export price index.
- Preparation of a new publication, *Producer and Foreign Trade Price Indexes, Concepts Sources and Methods* (ABS Catalogue No. 6419.0).

Financial accounts

The financial accounts component provides statistics of the lending activity and financial structure of financial institutions including banks, building societies, finance companies, credit unions, cash management trusts and superannuation funds. It is also developing quarterly flow of funds accounts showing the financial flows between the institutional sectors of the economy and between those sectors and the rest of the world.

Activities and achievements during the year included:

- Further development of quarterly flow of funds statistics. These statistics will show net acquisitions of financial assets and net incurrence of liabilities by each sector of the economy, classified by financial instrument. They are an extension of the capital account of the national accounts and provide an alternative measure of net lending.
- In consultation with the Reserve Bank and the Treasury, further rationalisation of responsibility for statistics collected under the *Banking Act 1959* and the *Financial Corporations Act 1974*. As a result the ABS no longer publishes these statistics. Detailed statistics are, however, provided to users through a regular tailored customer service which complements data published by the Reserve Bank.
- Commencement of reviews of monthly statistics of housing finance, personal finance, lease finance and commercial finance. The reviews will examine users' requirements, the impact of new financing products and the effectiveness of current survey methodologies.
- Commencement of reviews of annual statistics of financial institutions. The reviews will examine user requirements, the overlap with a proposed economic activity survey (see page 47) and the possibility of replacing publications with tailored outputs.

Public sector accounts

The public sector accounts component provides statistical information on revenue, outlay and financing transactions of Commonwealth, State, Territory and local governments and their trading enterprises. In addition to a range of annual publications, quarterly statistics are compiled for inclusion in the national accounts, and detailed financial statistics about individual local government authorities are provided on magnetic tape and microfiche.

Activities and achievements during the year included:

- Continuation of a review of standardised local government finance statistics, resulting in reduced use of resources in compiling the statistics in 1989-90 and proposed further reductions from 1990-91. Savings have been made by reducing the degree of editing of the data and the amount of detail produced.
- Successful introduction of direct transfer and input of data for the Commonwealth budget sector from magnetic tape supplied by the Department of Finance and, for the Tasmanian budget sector, from floppy disk supplied by the Tasmanian Treasury.
- Continuing assistance to the Western Australian, Tasmanian and Northern Territory Treasuries in the introduction of ABS concepts to their budget documentation.
- Introduction of computer-assisted data entry into the system for producing government finance statistics.

Agriculture

The agriculture component has as its aim the provision of a balanced range of commodity and financial statistics relating to agriculture. The main elements of this component involve the conduct of an annual agricultural commodity census, a number of commodity surveys and an agricultural finance survey, and the production of a range of derived statistics including estimates of the value of agricultural commodities produced and the apparent consumption of foodstuffs and nutrients.

Activities and achievements during the year included:

- Release, in September 1989, of final results from the 1987-88 agricultural finance survey, in *Agricultural Industries, Financial Statistics, Australia* (ABS Catalogue No. 7507.0).
- Release, in April 1990, of preliminary results from the 1988-89 agricultural finance survey, in *Agricultural Industries, Financial Statistics, Australia, Preliminary* (ABS Catalogue No. 7508.0).
- Conduct of the 1988-89 annual agricultural census, and a review of the content and methodology for future censuses.
- Redevelopment and implementation, in January 1990, of the monthly wool receipts collection.

- Development of software to interrogate small area data on floppy disk. The software, together with small area data from the agricultural census on floppy disk, is being marketed as *Ag Stats on Floppy Disk* (ABS Catalogue No. 7117.0).

Mining

The mining component, with the cooperation and assistance of State government mines departments, is responsible for the conduct of an annual census of the mining industry. The census provides data on the structure and operations of the industry, comparable with those available in respect of other sectors included in the rotating economic census program. Quarterly collections of mineral and petroleum exploration are also undertaken and the results published regularly.

Activities and achievements during the year included:

- Release of results from the 1987-88 census of mining establishments, progressively from September 1989, in *Census of Mining Establishments: Details of Operations by Industry Class, Australia* (ABS Catalogue No. 8402.0) and other publications.
- Release, in October 1989, of details of mineral production in Australia for 1987-88 in *Mineral Production, Australia* (ABS Catalogue No. 8405.0).

Energy

The energy component has conducted surveys on the consumption of energy by households and one on consumption by industry. No further surveys are planned at the national level in the immediate future.

Activities and achievements during the year included:

- Provision of special tabulation services from the 1986-87 ABS survey on energy consumption by industry.

Manufacturing

The manufacturing component is concerned with the collection and dissemination of a range of statistics relating to the structure, financial operations and activities of manufacturing industry. Collections include the annual census of manufacturing establishments, monthly and quarterly surveys of manufacturing production, and occasional surveys of particular industries (eg textiles) or topics (eg use of technology).

Activities and achievements during the year included:

- Conduct of a manufacturing census for 1988-89.
- Development of methodology to introduce additional indexes of manufacturing production. State quarterly production indexes are expected to be available late in 1990.
- Introduction of an increased range of monthly and quarterly commodity production statistics based on a revised commodity classification. Collection of data for the new items commenced for the month of July 1989.
- Development of a classification of materials used, to be employed in the 1989-90 manufacturing census.

Distribution and services industries

The distribution and services industries component produces monthly statistics on retail trading. It also conducts periodic censuses or large scale surveys of retail, wholesale and services industries, which provide a detailed picture of the structure of these industries.

Activities and achievements during the year included:

- Release of final results from the 1986-87 surveys of tourism and personal services industries in a series of 9 industry-specific publications (ABS Catalogue Nos 8652.0 to 8660.0) and a publication entitled *Tourist Attractions* (ABS Catalogue No. 8661.0).
- Completion of the first ABS survey of major business and professional services industries. Industries covered by the survey include real estate agents; architectural, surveying, engineering and other technical services; legal and accounting services; computing and advertising services; debt collection, credit reporting, cleaning, pest control and security services. Preliminary results from the survey were released early in 1990, in *Selected Business Services, Australia, Summary* (ABS Catalogue No. 8662.0). More detailed results will be made available in a series of industry-specific publications and specialised data services later in 1990.
- Evaluation of the 1985-86 retail census and examination of issues associated with a proposed 1991-92 census.
- Advice and assistance to the Statistical Advisory Group (SAG) of the Cultural Ministers Council on the provision of data on the "culture-leisure industry". The SAG has recommended ABS involvement in further development and processing of information obtained by government agencies on the subsidised component of the "culture-leisure industry".

- Review of small business statistics, including user consultation, and preparatory work for a revised edition of the compendium publication *Small Business in Australia* (ABS Catalogue No. 1321.0) due for release late in 1990.
- Conduct of the first annual retail commodity survey, covering the years 1987-88 and 1988-89.
- Conduct of methodological studies aimed at directly improving the retail trade survey's computer-assisted telephone interviewing system. These studies identified areas where the procedures needed to be modified.
- Design and development of a special-service database from which detailed statistics from the retail trade survey can be tailored to meet individual users' requests.

Construction

The construction component compiles monthly statistics of building approvals and dwelling commencements as reported by local governments and other approving authorities; conducts quarterly surveys of building activity and engineering construction activity; and conducts a periodic survey to provide details of the structure, inputs and outputs of the construction industry.

Activities and achievements during the year included:

- Introduction of a new quarterly publication of construction activity at constant prices, *Construction Activity at 1984-85 Prices, Australia* (ABS Catalogue No. 8782.0).
- Development of a classification of residential dwellings to be used in the 1991 census of population and housing.
- Processing of the 1988-89 periodic construction industry survey and public sector construction activity survey. Results are expected to be released in the latter half of 1990.
- Development of the housing amenities component of a 1990-91 income and housing amenities survey.

Transport

The transport component covers the collection and dissemination of monthly and annual statistics on new motor vehicle registrations and road traffic accidents involving fatalities; quarterly statistics on interstate road freight movements; annual statistics on road traffic accidents and interstate freight movements; a triennial survey of motor vehicle use and an associated motor vehicle census; and a periodic survey of the transport industry.

Activities and achievements during the year included:

- Release of final results of the 1988 survey of motor vehicle use, in *Survey of Motor Vehicle Use, Australia* (ABS Catalogue No. 9208.0), and the 1988 motor vehicle census, in *Motor Vehicle Census, Australia* (ABS Catalogue No. 9309.0).
- Conduct of a survey to improve the coverage of businesses included in the quarterly interstate freight movements collection.
- Planning towards the 1991 survey of motor vehicle use. In particular, all States' motor vehicle registration authorities were contacted to ascertain details of changes to their processing systems that may impact on the design of the survey.
- Completion of negotiations with relevant State government agencies for the provision of unit record data relating to road traffic accidents involving casualties.

Tourism

The tourism component includes development of a conceptual framework for tourism statistics and coordination and dissemination of tourism-related statistics compiled by the ABS, as well as a quarterly survey of tourist accommodation establishments.

Activities and achievements during the year included:

- Commencement of work on development of a conceptual framework for tourism statistics.
- Collection and publication of monthly indicative information on accommodation usage in large hotels and motels during the 1989 pilots' dispute. The information was issued in a separate publication for each State and the Northern Territory (ABS Catalogue Nos 8646.1 to 8646.7). The collection of data was discontinued in most States after December 1989.
- Pilot testing and other development work for a proposed domestic travel expenditure survey.

Business surveys

The business surveys component produces estimates of actual and expected new capital expenditure, stocks, actual and expected manufacturers' sales and company profits from quarterly surveys of private sector businesses. These are amongst the principal quarterly indicators of current and future economic activity in Australia and are also key data sources for the quarterly national accounts. The component is

also responsible for the conduct, on a timely basis, of ad hoc industry surveys and the provision of mailout and industry consultancy services.

Activities and achievements during the year included:

- A significant reduction in the response load associated with the quarterly business surveys.
- Publication of results from a survey on the use of advanced technologies within the manufacturing sector, in *Manufacturing Technology Statistics, Summary, Australia* (ABS Catalogue No. 8123.0).
- Publication of longer term manufacturers' expected sales data in *Stocks, Manufacturers' Sales and Expected Sales, Australia* (ABS Catalogue No. 5629.0).
- Completion of a survey on the commodity composition of new capital expenditure.
- Provision of consultancy and other services with respect to a survey of waste management practices of local councils.
- Commencement of a survey of the textiles, clothing and footwear industries, primarily for the Textiles, Clothing and Footwear Development Authority.

Science and technology

The science and technology component is responsible for the compilation and dissemination of statistics on research and experimental development (R&D). The component also has a monitoring and coordinating role in the areas of science and technology statistics generally.

Activities and achievements during the year included:

- Processing of the 1988-89 R&D survey. Final results from the survey are expected to be released in September 1990.
- Preparation for the 1989-90 (inter-year estimate) R&D survey. This survey will be restricted to the business enterprise sector.
- In consultation with users and suppliers of R&D statistics, revision of the classifications of fields of research (field of science, and socio-economic objective) to be used in the 1990-91 R&D survey.

- Negotiations with the Department of Employment, Education and Training for the provision to the ABS of R&D data for the higher education sector from the Department's administrative data sources. This will result in a reduction in respondent load for higher education institutions.
- Continued contribution to the development of a framework for the compilation of information, communication and computer statistics within the Organisation for Economic Cooperation and Development (OECD). This framework is being developed to help provide measures of the impact, both economic and social, of the rapid advances in technology, particularly in the areas of telecommunications and micro-electronics.

Integration, classification and development

The integration, classification and development component provides a statistical standards service. It is responsible for the development, maintenance, review and promotion of standard commodity, industry, geographic, institutional sector and certain other classifications (including related computer and manual coding systems and procedures, concordances, keys, indexing and other facilities) as well as standard unit and data item definitions for use in statistical series to help ensure the compatibility and comparability of data across series and over time.

Activities and achievements during the year included:

- Development of new standard definitions and procedures for the delimitation of special statistical units such as unincorporated joint ventures.
- Continuation of a review of the *Australian Standard Industrial Classification* (ASIC) (ABS Catalogue Nos 1201.0 and 1202.0).
- Continued development of the *Australian Standard Commodity Classification* (ASCC) (ABS Catalogue Nos 1207.0 and 1208.0). The ASCC enables comparable commodity statistics of imports, exports and domestic production to be compiled, and serves as a framework for improving comparability between commodity items in ABS statistical series. Following completion of development work for manufacturing commodities, work has begun on incorporation of agricultural and mining commodities.
- Publication of the eighth and ninth editions of the *Australian Standard Geographical Classification* (ASGC) (ABS Catalogue No. 1216.0).
- Continued participation in reviews by the United Nations Statistical Office of international statistical standards.
- Development of a computer-assisted coding system for commodity classification.

- Development of a national localities index.

Economic censuses systems and surveys

The economic censuses systems and surveys component provides a range of computer-oriented services to other components of the sub-program, and is responsible for development of a new economy-wide survey.

The services provided include production of population lists from the ABS business register for the integrated economic censuses and surveys, and despatch and collection of questionnaires for businesses included in these censuses and surveys; development and maintenance of computer processing facilities to support the censuses and surveys; and development of a new computer system that will support a much more efficient and integrated approach to the production of a wide range of business statistics.

The new economy-wide survey (to be known as the economic activity survey) will provide an annual "snapshot" of key indicators in the Australian economy across all industries. It is the first of its kind and will provide valuable new information for macro- and micro-economic analysis by both public and private sector users.

Activities and achievements during the year included:

- Despatch, collection and processing of forms for censuses and surveys to measure economic activity in the manufacturing, mining and construction sectors for 1988-89.
- Development of computer facilities to process data collected in these censuses and surveys.
- Evaluation of software and commencement of analysis and design work for the new computer system.
- Successful completion of a pilot test for the proposed economic activity survey.

Population census

The population census component develops and conducts the census of population and housing which is required by legislation to be conducted every five years. The results are used to revise population estimates for each of the States and local government areas and to provide detailed statistics on the population and its housing within small geographic areas and for small groups within the population.

Most activity during the year was on preparing for the 1991 census, which will be conducted on 6 August 1991. This census will see an increase in the use of self-coded responses by householders, the use of optical mark recognition (OMR)

technology for data capture, and a more extensive use of computer-assisted techniques to code written responses. While these approaches have been adopted mainly to reduce costs compared with those associated with the 1986 census, they will also result in a reduced effort to complete census forms by householders, better working conditions for staff (through a substantial reduction in the repetitive keying of data), and an improvement in the quality of data.

Activities and achievements during the year included:

- Continuation of a customised census tabulation service for users of statistics.
- Release of the following 2 publications reporting on the quality of statistics from the 1986 census: *Census 86: Data Quality - Aboriginal and Torres Strait Islander Counts* (ABS Catalogue No. 2602.0) and *Census 86: Data Quality - Undercount* (ABS Catalogue No. 2607.0).
- Continued strong demand from users for *CDATA 86* (ABS Catalogue No. 2522.0), which is a package containing an extensive range of census statistics on compact disk along with software for manipulating and mapping the statistics using microcomputers.
- In conjunction with the social component, successful release and promotion of social atlases (based on census data) for Sydney (ABS Catalogue No. 2502.1), Perth (ABS Catalogue Nos 2501.5 to 2505.5), and Canberra (ABS Catalogue No. 2501.8).
- Successful conduct of a major test of forms and procedures for the 1991 census, involving 10 000 dwellings in and around Brisbane. The results have helped significantly in developing and improving forms design, collection procedures and processing systems for the 1991 census.
- Preparations for a dress rehearsal for the 1991 census, involving 20 000 dwellings, in Victoria in August 1990.
- Completion of the design of the 1991 census household and personal forms, including consultation with the Privacy Commissioner on explanations to be given to respondents.
- Research into public attitudes to the census in preparation for the 1991 census public awareness campaign.
- Consultation with appropriate organizations on 1991 census Aboriginal and ethnic enumeration arrangements. A test of enumeration arrangements for Aboriginals in remote areas was conducted in August 1989.

- Awarding of contracts for printing, packing, distribution and return of forms and other materials to be used in the collection phase of the 1991 census.
- Signing of the lease of a building in Ultimo, Sydney, in which the 1991 census will be processed.
- Developing classifications to be used in producing 1991 census output, in consultation with users.
- Commencing formulation of proposals for statistical products to be produced from the 1991 census, and a marketing strategy for them.

Demography

The demography component produces regular statistics on births, deaths, marriages, divorces, overseas arrivals and departures, and internal migration. Also, estimates are produced of the age, sex, birthplace, marital status and geographical distribution of the population. Forward projections of the population according to specified demographic assumptions are published on a regular basis.

Activities and achievements during the year included:

- Completion of a review of medium term directions in the field of population statistics.
- Development of demographic assumptions for the 1990 series of projections of the population of Australia, States and Territories.
- Publication of an occasional paper, *Estimates of Aboriginal Fertility, 1971-1986: An application of the own-children method of fertility estimation* (ABS Catalogue No. 4127.0).
- In conjunction with the Aboriginal Health Organisation of South Australia Incorporated, publication of a review of data quality and a statistical summary of Aboriginal births and deaths in South Australia for the year 1988.
- Development of a post-enumeration survey to be conducted after the 1991 census of population and housing, to measure the extent of underenumeration.
- Development of a microcomputer-based data entry system for births, deaths and marriages.
- Completion of development of a system to receive computerised birth data from the Australian Capital Territory Registrar of Births, Deaths and Marriages.

- Provision of consultation on demographic statistics to various government agencies, including the Bureau of Immigration Research and the Australian Capital Territory Government.
- Provision of assistance to the South Pacific Commission in demographic training.

Labour

The labour component provides statistical information on the composition and characteristics of the labour force, the operations of the labour market, conditions of employment, and issues relating to education and training.

Labour force statistics are collected in a monthly population survey of a sample of dwellings across Australia. It provides timely estimates of employment and unemployment, together with basic demographic data to enable various characteristics of the employed and unemployed to be analysed. In addition, in most months of the year, supplementary surveys are run in conjunction with the labour force survey to collect more detailed data on specific issues. The supplementary surveys provide data required for more detailed analysis of the activities and behaviour of various population groups.

Topics covered by supplementary surveys in 1989-90 included employment benefits; weekly earnings of employees; persons not in the labour force; educational attendance; persons retired or intending to retire from full time work; labour force status and educational attainment; labour force experience; characteristics of migrants; labour mobility; transition from education to work; apprentices; and persons who had re-entered the labour force.

The labour component operates an integrated system of employer surveys which provides quarterly data on employed wage and salary earners; average weekly earnings; and job vacancies and overtime; as well as annual data on employers' labour costs and employers' expenditure on training, and the distribution and composition of employee earnings and hours. The component produces monthly statistics on industrial disputes and annual statistics on trade union membership. Indexes of award rates of pay are compiled monthly.

In conjunction with the Australian Education Council, annual statistics on schools, students and staff are collected, evaluated and published.

Activities and achievements during the year included:

- Publication for the first time of seasonally adjusted statistics for some series from the survey of employment and earnings, and for measures of job vacancies and overtime (see *Employed Wage and Salary Earners, Australia*, ABS Catalogue No. 6248.0, and *Job Vacancies and Overtime, Australia*, ABS Catalogue No. 6354.0, respectively).

- Publication of public sector data from the survey of employment and earnings, classified by sector on the basis of the Standard Institutional Sector Classification of Australia (see *Employed Wage and Salary Earners, Australia*, ABS Catalogue No. 6248.0).
- Development, conduct and publication of results from a survey of 2 000 private and government employers, which collected information on the cost to employers of formal training of their employees during September quarter 1989. The results were published in *Employer Training Expenditure, Australia* (ABS Catalogue No. 6353.0). A larger survey will be conducted in respect of 1990.
- Publication of results from a survey of wage costs in respect of 1986-87 (see *Labour Costs, Australia*, ABS Catalogue No. 6349.0), and a survey of major labour costs in respect of 1987-88 covering both the private and public sectors (see *Major Labour Costs, Australia*, ABS Catalogue No. 6348.0).
- Finalisation and publication of results from a survey of career paths of nurses (see *Career Paths of Qualified Nurses, Australia*, ABS Catalogue No. 6277.0). Surveys of career paths of tradespersons and how workers get their training were finalised and results will be published early in 1990-91.
- Publication for the first time of school participation rates and Aboriginal data from the school statistics collection (see *Schools, Australia*, ABS Catalogue No. 4221.0).

Social

The social component produces statistics relating to health, welfare, crime, justice, time use, culture and leisure and other social matters. Within the component there are four main workstreams: translation of user requirements into the design and development of topics to be included in ABS household censuses and surveys, and the analysis and dissemination of results; the compilation, analysis and reporting of statistical information relating to areas of social concern and to specific social groups; the promotion of integrated social statistics through the development and dissemination of standard statistical concepts, definitions and classifications; and the provision of assistance to other government agencies in the compilation of administrative by-product statistics and in their collection of other data on social topics.

Activities and achievements during the year included:

- Release of information from the 1988 national survey of disability and ageing.
- Publication of social reports on *Australia's Children* (ABS Catalogue No. 4119.0) and *Queensland Families* (ABS Catalogue No. 4105.3), the latter in association with the Queensland Department of Family Services.

- Publication of a series of thematic reports presenting statistical output from the 1986 census of population and housing: *Older People in Victoria* (ABS Catalogue No. 2501.2), *Aboriginal and Torres Strait Islander People in Queensland* (ABS Catalogue No. 2510.3) and *Women in Western Australia* (ABS Catalogue No. 4108.5).
- In conjunction with the population census component, publication of social atlases, based on the results of the 1986 census of population and housing, for Sydney (ABS Catalogue No. 2502.1), Perth (ABS Catalogue Nos 2501.5 to 2505.5) and Canberra (ABS Catalogue No. 2501.8).
- Commencement in October 1989 and successful conduct since of the 1989-90 national health survey, seeking information about the health status of Australians, their use of health services and facilities, and about health-related aspects of their lifestyle such as smoking, exercise and alcohol consumption. The survey will be completed in September 1990, with final results expected to be released progressively from April 1991.
- Commencement of the development phase for a collection of data from private health care establishments, to complement data expected to become available for the public health care sector.
- In conjunction with Police Departments, development and testing of data standards, concepts and classifications appropriate to the collection and dissemination of national uniform crime statistics.

Social and labour surveys processing support

This component provides a survey processing service for social and labour household surveys. It develops and maintains computer systems and specialised programs to support processing and to provide convenient access to data from surveys.

Activities and achievements during the year included:

- Processing and tabulation of the 1988 surveys of disability and the ageing, and housing.
- Commencement of processing of the 1990 national health survey.

Econometric and time series analyses

The econometric and time series analyses component consists of 2 sub-components: econometric analysis; and time series analysis.

Econometric analysis

The econometric analysis sub-component undertakes maintenance and development work on the national income forecasting (NIF) and the Australian medium term policy simulation (AMPS) econometric models of the Australian economy and their associated data bases. In addition it undertakes special-purpose statistical analyses, drawing on both ABS and non-ABS data sources, and is developing a monthly compendium of economic statistics, provisionally titled *Australian Economic Indicators*.

Activities and achievements during the year included:

- Development of a prototype *Australian Economic Indicators* publication and market testing of that prototype.
- Documentation of the AMPS model and its data base with a view to public release of a new version of the model in 1990.
- Research on appropriate concepts, data sources and methodologies for measuring housing accessibility and affordability in Australia.
- Refinement of labour force projections for the total population and for specific age/sex groups, expected to be released publicly late in 1990.
- Completion of a study of the distribution of income, taxes and benefits of farm households, analysing the impact of taxes and government expenditures on the rural sector.
- Advice to external users about the availability and suitability of data for econometric and related statistical analysis, and the use of analytical techniques.

Time series analysis

The time series analysis sub-component is responsible for the maintenance and development of statistically-based time series analysis facilities, especially those for the estimation of seasonality, trading-day, trend and irregular factors. The service covers publication and internal user requirements of the ABS and, by arrangement, requirements of other Commonwealth and State departments and authorities, and some private enterprise clients.

Activities and achievements during the year included:

- Ongoing analysis and reanalysis of seasonality in ABS time series.

- Development and testing of an expert system for seasonal reanalysis of monthly and quarterly time series.
- Implementation of an external consultancy service in time series analysis.
- Development of microcomputer software for quick and easy basic analysis of time series data.
- Advice to users concerning the interpretation of time series.

Mathematical statistics

The mathematical statistics component consists of 3 sub-components: sampling (economic statistics); sampling (social statistics); and statistical methods.

Sampling (economic statistics) and sampling (social statistics)

The sampling (economic statistics) and sampling (social statistics) sub-components undertake sample design for ABS statistical surveys, with the aim of ensuring that reliable statistics are provided efficiently and with minimum respondent load. New surveys are designed and continuing surveys revised as necessary. In addition, statistical analysis and methodological investigations are undertaken to evaluate alternative collection strategies and estimation techniques to improve efficiency and data quality.

Activities and achievements by these sub-components during the year included:

- Sample designs for the dress rehearsal of the economic activity survey, the manufacturing census, and the employer training expenditure survey.
- Evaluating some sampling options for the agricultural census.
- Developing a methodology to produce regional estimates from the agricultural finance survey.
- Examining the feasibility of a monthly tourist accommodation survey.
- Designing and analysing a pilot test for a survey of returned Australian travellers.
- Investigating the methodology for, and producing, a socio-economic index from the 1986 census of population and housing.
- Implementing sampling strategies for quality control in the processing system for the 1991 census of population and housing.

- Investigating analytical methods for producing small area estimates of household expenditure.
- Examining possible effects of telephone interviewing on data collected in the labour force survey.

Statistical methods

The statistical methods sub-component consists of 3 parts: a methods research service; a statistical consultancy service; and a statistical coordination function.

The methods research service conducts research into statistical techniques and methods relevant to the work of the Bureau and supports development work in other areas of the ABS.

Areas of research during the year included:

- Alternative data collection and data entry methods and their effect on data quality. In particular, research continued on the use of computer assisted telephone interviewing, and research started on the potential for use of touchtone data entry and electronic data interchange technologies.
- Alternative strategies for accessing unit record data, whilst still preserving confidentiality.
- Editing methods, with particular emphasis on developing cost-effective editing practices.

The statistical consultancy service provides statistical advice to clients outside the ABS on a fee-for-service basis. The revenue earned from these services in 1989-90 amounted to \$152 000. Revenue in 1988-89, following introduction of charging for these services on 1 January 1989, was \$43 000.

Examples of consultancy services provided during 1989-90 are:

- For the Federal Court – Assistance as an expert statistical witness.
- For the Department of Finance – Assistance with the design and data processing of a staff opinion survey conducted within the Department.
- For the Australian National University – Conduct of a bridging course in statistical analysis for postgraduate students.
- For the Department of Industrial Relations – Assistance with the design of a survey to examine workplace industrial relations throughout Australia.

- For the Pharmaceutical Benefits Remuneration Tribunal – Assistance with the design of a survey to be undertaken into the cost of dispensing prescriptions.
- For the Department of Social Security – Assistance with design of a survey to examine absenteeism within the Department.

The statistical coordination function coordinates and reports on reviews of existing and proposed statistical collections by other Commonwealth agencies, as required under the ABS statistical coordination arrangements. Each of these reviews involves the production of a joint report on the compatibility of the statistics produced with data from other sources, the statistical quality of the work, the extent of duplication and the minimisation of respondent load. Each joint report is prepared by the ABS program component with the relevant statistical subject matter responsibility in conjunction with the agency directly responsible for the collection concerned.

During 1989-90 the ABS was notified of 17 collections, of which it was decided to initiate joint reviews in 13 cases. These were all new collections. Improvements were made to most of the collections for which joint reviews were completed during the year. They were then considered to be satisfactory from a statistical coordination viewpoint.

Information sessions were conducted during the year, both within the ABS and in other Commonwealth agencies, to foster awareness of coordination responsibilities and to outline the joint review process.

Statistical services and user liaison

The statistical services and user liaison (SSUL) component primarily provides a flexible and responsive service to meet priority statistical needs of State and Territory governments in addition to those met by the ongoing statistical output of the ABS. The work undertaken by the SSUL component generally takes the form of statistical consultation (eg survey questionnaire design, survey sample design or provision of an outposted ABS officer within a State government department or authority to carry out a specific short term statistical assignment). Similar services are also provided to Commonwealth government agencies, local government, private organisations and to other areas within the ABS.

Through the SSUL component, the ABS participates in bodies established by State governments to coordinate their statistical activities and requirements. These bodies set priorities, formulate the State's view on statistical requirements and constitute a source of valuable advice and feedback to the ABS. The SSUL component also maintains bilateral contact with State government departments and agencies in order to be aware of their statistical activities and their use of information from existing collections. The SSUL component aims to be aware of the overall policy environment in which State agencies' statistical needs arise. It encourages the adoption of uniform standards and practices in government departments and

agencies. It works to reduce overlap of statistical effort between agencies and to promote a coordinated approach to solving information needs.

In some offices the SSUL component undertakes special analyses of ABS data and produces publications, typically using data from ABS household-based surveys and presenting results for sub-State regions. The component is also closely involved in the development and conduct of annual State-specific ABS household surveys, the topics of which vary from State to State.

The SSUL component in some offices coordinates and undertakes visits to major users of statistics, and conducts seminars for a broad range of users in both the public and private sectors and in tertiary institutions.

Examples of activities and achievements during the year include:

- Developing a State-wide survey of crime victims for the New South Wales Bureau of Crime Statistics and Research and Police Department.
- Developing a sector wide survey of the Community Services Industry for Community Services Victoria.
- Preparing a report on future office location requirements, based on a client survey and census data analysis and projections, for the Queensland Office of the Commonwealth Department of Immigration, Local Government and Ethnic Affairs.
- Developing, processing and analysing a survey on rye grass toxicity for the Western Australian Department of Agriculture.
- Developing and carrying out a number of surveys on the economic impact of 1990 Adelaide festival.
- Assistance to the Tasmanian Treasury in updating and documenting State input-output tables.
- Outposting an ABS officer to assist in statistical coordination and establishing and maintaining a system of public sector accounts in the Northern Territory.

Population surveys

The population surveys component is responsible for the development and conduct of all ABS household surveys which use trained interviewers to collect information from survey respondents. The component also provides personnel to carry out interviewer-enumerated segments of economic statistics collections.

Activities and achievements during the year included:

- Enumeration of monthly population surveys to collect mainly labour statistics (see page 50).
- Enumeration of the 1989-90 national health survey (see page 52).
- Enumeration of an agricultural finance survey (see page 40).
- Preparation for the 1990 survey of income and housing (see page 38).
- Introduction of optical mark reading technology for capturing survey data.

Integrated register

The integrated register component is responsible for the maintenance of the ABS central register of businesses. Approximately 840 000 businesses are recorded on the register. Maintenance involves applying about one million changes to these records each year. The register plays a key role in the provision of integrated economic statistics by enabling consistent frameworks to be generated for ABS censuses and surveys.

Activities and achievements during the year included:

- Continuation of company interviews designed to update the legal and operating structures of large business groups recorded on the register. Records of some 700 companies will be maintained annually in this way.
- Development of computer-assisted data entry systems, which will reduce data entry workloads.
- Continuation of work to improve the efficiency of the system whereby new employing businesses are added to the register quickly and those which have ceased business are removed from the register.
- Commencement of a survey to identify and remove from the register those units which have ceased business.

Computer operations and software

The computer operations and software component is responsible for installation and operation of the ABS's central computing equipment; installation and operation of mid-range equipment; installation and support of small scale technology (including microcomputers); installation and operation of communications networks; development and support of systems software and program products; support of data bases; and management of ABS storage media.

Most of the ABS's statistical processing is carried out on the Bureau's central computing installation (CCI) which consists of Fujitsu M780 and M382 mainframe computers located in the ABS Central Office and linked to each of the State and Territory Offices through communication networks. The 2 Fujitsu mainframe computers are fully compatible. The M780 was acquired early in 1989-90, and, in October 1989, transparently to users, general statistical processing was transferred to it from the M382. The M382 is currently being used for development of systems for the 1991 census of population and housing, and will subsequently be used for processing of the census. The central installation also includes a Control Data 180/810 computer, used for processing economic statistics.

There is an increasing trend towards distributed processing for both statistical and administrative processing, in a cooperative fashion with mainframe facilities. This has been facilitated by the connection of microcomputers to each other and to the CCI through a network based on the Banyan Vines local area network (LAN) technology. Most of the ABS's microcomputers acquired prior to the implementation of LAN technology are now network-connected.

The ABS has taken delivery of 9 Fujitsu S series UNIX mid-range computers which will be attached to the network for access from across the network. These computers will run the ORACLE data base management system and initially will support personnel, revenue management, library and management information systems. The installation of the UNIX computers will put in place an integrated 3-tier computer platform strategy comprising mainframe computers, mid-range computers and microcomputers.

Activities and achievements during the year included:

- Installation of a Storage Technology Automatic Cartridge Store with a capacity of 6 000 cartridge tapes which will allow the phasing out of an ageing Fujitsu Mass Storage System.
- Processing in excess of 1.3 million batch jobs on the CCI.
- Reduction of computer room staffing hours from 2 shifts per day to normal office hours.
- Completion of depooling of data entry facilities and multi-skilling of data entry staff.
- Expansion of the Banyan Vines network to all geographic areas of the ABS.
- Improvement of communication links to State Offices and upgrading of links to the mainframe providing greater capacity and reduced response times for interactive access across the network.

- Installation of 500 microcomputers in the last year. The network now supports about 1 000 microcomputers using 40 LAN servers. The network supports 1 800 registered users.

Technology planning and development

The technology planning and development component is responsible for provision of advice on and support and coordination of information technology planning, and for research and investigation into potential use of new technologies. The planning activities relate to large- and small-scale computing, voice and data telecommunications, and related technologies. The investigation of the use of new technologies is particularly directed to input processing systems and dissemination facilities.

Activities and achievements during the year included:

- An extensive evaluation of minicomputers against the ABS's requirement for a compatible range of machines to run the industry-standard UNIX operating system and the ORACLE relational data base management system. As a result, a supplier was selected to provide UNIX minicomputers for the ABS for a period of 3 years, and a substantial initial order was placed.
- Formulation of a proposal for the replacement of the PABXs in Central Office and in the New South Wales and Victorian Offices. The new PABXs will be linked using Telecom's new ISDN service, which will significantly reduce interstate voice communication charges. The new PABXs will be commissioned early in the next financial year.
- Introduction of the first stage of cost recovery for computer services provided to users within the ABS. This includes charges for mainframe computer usage and printing, and for acquisition, installation and support of microcomputer equipment. The microcomputer charges include an annual support charge and a component for infrastructure costs associated with facilities provided on the local area networks.
- An analysis of the threat to the ABS and its customers from computer viruses. A proposal was made to establish a virus-free clean room for the dissemination of data and programs in machine readable form. The clean room is to be set up on a pilot basis.
- Development of an "electronic forms" data entry system for foreign investment collections, in conjunction with the international accounts component. This will enable respondents to enter their survey returns on their own microcomputers. An electronic questionnaire will be transmitted to respondents on floppy diskette. Respondents may return data to the ABS either on floppy diskette or using electronic mail.

- A study into the possibility of introducing a generalised input processing system, to reduce the requirement for separately developed data capture systems for a large number of statistical collections. A report was produced, recommending that a generalised system be introduced, and canvassing the options of in-house development or use of software from overseas statistical agencies.
- Investigation of the potential for use of optical storage disks for historical retention of publications, and preparation of a strategy paper on the dissemination options for the ABS.
- Investigations into the areas of executive information systems, office automation facilities, and future operating system and user access standards for microcomputer workstations.
- Commencement of a review of the current disaster recovery plan for the mainframe computer installation. It is intended to extend this plan to cover distributed computing facilities.
- Investigation of potential use of electronic data interchange as a method of statistical data collection and communication with respondents.

User support

The user support component develops and supports computerised systems for management and statistical applications, and provides a range of other services. These include technology training; development, acquisition and support of generalised software; and provision of technical assistance through an "information centre".

Activities and achievements during the year included:

- Improvements to data capture facilities for most statistical collections to enable disbanding of data entry pools.
- Major enhancements to the foreign trade statistics processing system, including development of a microcomputer-based enquiry system.
- Development of an interactive front end to the publications mailing list system, which resulted in significant improvement in the processing of subscription renewals.
- Development of a revenue management information system.
- Release of the first stage of an expert system to reanalyse seasonally adjusted time series.

- Development of prototype systems to process the economic activity survey.
- Development of a system for input processing of the 1991 census of population and housing.
- Development of a system to enable modified versions of standard classifications to be maintained in a standard way.
- A new release of an expert system for producing standard ABS graphs.
- Development of a computer-assisted coding system for commodity classifications.

5 CORPORATE SERVICES SUB-PROGRAM

OBJECTIVE

The objective of the corporate services sub-program is to assist managers to achieve Australian Bureau of Statistics objectives through the provision of effective corporate management, and of efficient and equitable administration, planning and central support services.

DESCRIPTION

The diversity and cyclical nature of many of the activities involved in undertaking the ABS work program call for a wide range of human skills, office support services and fluctuating staffing and physical accommodation requirements. Staffing comprises an annual base of some 3 350 staff years, supplemented by a number of temporary staff which peaks for a period every 5 years to about 40 000 during the conduct of a census of population and housing.

The corporate services sub-program directly supports the ABS program by providing:

- Executive leadership.
- A corporate strategy for the implementation of the ABS work program.
- Personnel services, including salaries payment and conditions of service, recruitment, industrial relations, staff development and training.
- Financial control and accounting services including budgeting allocations and monitoring resource usage.
- General office services including accommodation, security, internal consultancy, methods and internal audit.

OUTPUTS OF THE SUB-PROGRAM

The sub-program provides the organisational infrastructure, management and planning systems, staff and facilities necessary to undertake both the day-to-day operations and longer term strategic planning for the ABS program including personnel policies designed to attract, develop and retain high quality staff. It is required to anticipate demand for services and supplies, provide control mechanisms to monitor resources according to component and sub-component allocations and priorities, advise management on trends and developments in the availability and usage of resources, and provide advice and assistance to managers in monitoring and improving the efficiency and effectiveness of specific areas of operation within the ABS.

The corporate services sub-program works in close contact with the central agencies (ie the Public Service Commission, the Department of Industrial Relations, the Department of Finance, the Department of Administrative Services and the Australian National Audit Office) in providing the necessary support to the ABS program.

PERFORMANCE OF THE SUB-PROGRAM

The performance of the corporate services sub-program is shown below in terms of the following indicators:

- Cost of the corporate services sub-program.
- Staff development.

Cost of the corporate services sub-program

COST OF CORPORATE SERVICES SUB-PROGRAM AT CURRENT AND CONSTANT (a) PRICES

	Current prices				Constant prices (a)			
	1989-90				1989-90			
	1987-88	1988-89 (b)	(c)		1987-88	1988-89 (b)	(c)	
Total cost (\$'000)	36 058	33 358	33 171	56 333	30 454	26 880	25 360	43 068
Cost per ABS operative staff year (\$)	(r)10 112	9 694	10 257	17 419	(r)8 526	7 712	7 842	13 318
Cost as a proportion of ABS expenditure -								
Including Population Census Data								
Transcription Centre (%)	27.5	22.8	22.8	33.3	27.5	22.8	22.8	33.3
Excluding Population Census Data								
Transcription Centre (%)	27.7	22.8	22.8	33.3	27.7	22.8	22.8	33.3

(a) 1984-85 prices, derived by applying the implicit price deflator for Commonwealth Government consumption expenditure (excluding Defence). Figures for 1987-88 and 1988-89 have been revised from those shown in the 1988-89 Annual Report because of the availability of revised deflators. (b) Derived on basis consistent with previous years' data: excludes property operating expenses and expenditure on construction of facilities of \$23 162 771 (at current prices) which were attributable to the ABS for the first time in 1989-90. (c) Includes property operating expenses and expenditure on construction of facilities. (r) Revised.

Staff development

PROPORTION OF STAFF YEARS (a) SPENT ON STAFF DEVELOPMENT ACTIVITIES (b)

	1987-88	1988-89	1989-90
	%		
Trainees	3.2	3.5	4.2
Trainers	0.6	1.1	1.4
Total	3.8	4.6	5.6

(a) Excludes Population Census Data Transcription Centre staff. (b) Excludes "on-the-job" training.

REVIEW OF COMPONENTS

The remainder of this chapter reviews the activities and achievements of each component of this sub-program during 1989-90 (except the Divisional administrative support component).

Executive

The top structure and senior staff of the ABS are shown in Appendix 2 and details of the composition of the ABS Senior Executive Service (SES) are shown in Appendix 6.

During 1989-90, ABS SES officers participated in staff development activities as detailed below:

Activity	Number attended
Public Service Commission Top Management Program	1
Public Service Commission Senior Executive Management Program	3
Public Service Commission Senior Executive Development Program courses	15
Miscellaneous courses, seminars and conferences	37
Total attendances at staff development activities	56

In line with Public Service Commission guidelines a formal performance management scheme has been implemented for the SES in the ABS.

Personnel management

The personnel management component is responsible for the operational aspects of personnel management, human resource development and the development and

implementation of personnel policies and practices (including policies and practices for occupational health and safety, industrial democracy and equal employment opportunity). It also has responsibility for job design, classification standards and industrial relations. In the broad, the role of the personnel management component is to assist ABS managers and staff at all levels by providing a working environment (as distinct from a physical environment) which will maximise the opportunity for individuals and work groups to make their best contribution to corporate objectives.

Personnel administration

The RAINBOW Personnel System has been purchased to computerise many aspects of personnel administration work. It has been enhanced and customised to better satisfy the ABS requirement for administrative processing and to comply with the ABS strategic direction in computing.

Consultation with unions

The formal consultative mechanisms for consultation with unions were further refined during the year and continued to provide the platform for discussing and, where necessary, resolving industrial issues.

Recruitment

The personnel management component coordinated ABS recruitment campaigns for graduates. A total of 105 graduates were appointed during the year – 25 for work on economic statistics, 39 for work on population, social and labour statistics, 11 for work in mathematical statistics services and 31 for work in computer services. Seven cadets, who were recruited to complete honours years for degrees in economics or statistics, are included in these figures.

A total of 99 non-graduates were appointed as Administrative Service Officer Class 1.

The ABS is committed to participation in the Australian Traineeship Scheme, which is a public service wide program established in 1986 to provide 12 months' skills-based training to people aged from 16 to 20 years. Twenty-four people commenced traineeships in the ABS in 1989-90. The basis for allocation of trainees is now 25% of base level recruitment. There has been a significant decline in the number of trainees taken on, related to the overall decline in base level recruitment in the ABS.

Staff support services

In 1989-90 staff were provided with a comprehensive program of support services addressing career, personal and social needs.

Work design

A 3-year program of participative work design continued during 1989-90. The program, which aims to improve efficiency and the quality of work life, has its origins in a joint management review of 1984 and the second tier wage agreement of 1987, and has the active support of the Public Sector Union.

It involves trained facilitators working with individual workgroups to meet specific objectives set by senior managers and the staff themselves. Consistent with corporate plan objectives, this process has resulted in many improvements to work and job design and a strong sense of commitment by staff to the changes. Changes introduced through the program include increased devolution of decision making; increases in both the range and level of skills of staff; improved career structures; introduction of participative management practices and the expanded use of new technologies.

Probably the most significant single achievement during 1989-90 was the successful disbandment of keyboard-based data capture pools and the integration of former keyboard operators into a multiskilled work environment. This has greatly reduced the occupational health risks associated with prolonged keying and has been a major equal employment opportunity initiative.

Personnel development

Implementation and evaluation of a national strategy for personnel development (PD) continued as a major priority. National policies have been developed in each of the major PD areas (statistician development, manager development, orientation, office and interpersonal skills and technical development). The major elements of the manager development program have been implemented nationally, and further work is proceeding in developing continuing seminars and addressing issues related to access to higher level programs by staff in smaller ABS Offices. Major changes in the statistician development program are being implemented.

Performance management programs have been developed for Senior Executive Service officers and it is expected that similar programs will be developed for Administrative Service Officers at Classes 7 and 8. Both programs will form the basis for addressing development needs. The SES program has been designed to provide the basis for introducing the award of performance bonuses.

There has been a continued growth in PD consultancy and section-based development programs in all offices as a result of participative work design activities. This change in focus has also emphasised the importance of managers, supervisors and on-the-job training in the overall development process and the necessity for effective performance appraisal and performance feedback mechanisms.

Three ABS officers participated in the Senior Women in Management (SWIM) program in 1989. One officer is participating in the 1990 SWIM program.

Attendance at personnel development activities is shown in the following table.

ATTENDANCE AT PERSONNEL DEVELOPMENT ACTIVITIES (a)

<i>Type of activity</i>	<i>1987-88</i>	<i>1988-89</i>	<i>1989-90</i>
	Staff years		
Paid leave under studies assistance	28.1	28.2	28.0
In-house training –			
Technical (computing)	41.7	42.8	41.1
Other	21.7	24.1	(b) 43.9
External courses and conferences –			
Technical (computing)	7.1	10.1	8.8
Other	9.3	11.4	13.1
Interchange and other schemes	8.2	7.7	7.5
<i>Total</i>	<i>116.1</i>	<i>124.3</i>	<i>142.4</i>

(a) Excludes on-the-job training. (b) Includes participative work design workshops, and major increases in manager and supervisor development.

Details of the proportion of total ABS staff usage spent on staff development activities are shown in the performance indicators for the corporate services sub-program (see page 65). Formal training continued to increase in terms of participant numbers and time spent on training. Training resulting from implementation of participative work design processes and recommendations, and manager and supervisor training programs, accounted for significant increases.

Occupational health and safety

Major initiatives, activities and achievements in occupational health and safety (OHAS), involving ABS joint management/union OHAS committees, included:

- Implementation of an occupational rehabilitation policy in October 1989.
- Implementation of an occupational stress management policy in June 1990.
- Commencement of development of policies on acquired immune deficiency syndrome (AIDS) and hepatitis-B in the workplace, and on occupational first aid. It is expected that the development of these policies will be completed early in 1990-91.
- Review of the ABS screen-based equipment guidelines. It is expected that this will be completed early in 1990-91.

- Conduct of in-house OHAS audits involving 8 sections and approximately 200 staff, which identified some unsafe work practices and recommended remedial action.
- Promotion of health awareness, health education and training, including voluntary blood pressure readings and health assessments.

The success of the OHAS health promotion and rehabilitation program for 1989-90 is reflected in a \$1 million reduction in the Comcare workers compensation premium for 1990-91. This saving represents a reduction in the ABS premium rate from 2.51% of wage and salary expenditure in 1989-90 to 1.62% in 1990-91. When these figures are compared with the averages of the premium rates set by Comcare for all agencies of 2.6% in 1989-90 and 2.0% in 1990-91, it is evident that the ABS achievements in developing and promoting an occupationally safe and healthy working environment were above average.

The number of reported accidents and incidents for the period from 1 July 1989 to 30 June 1990 was 254. Of these 59 were journey-related. The number of compensation claims for the same period was 181 of which 60 required implementation of case management plans. The number of case closures for the period was 39.

SOCSP0

The seventh Statisticians SOCial SPOrts (SOCSP0) carnival was held in Alice Springs in April 1990. The purpose of SOCSP0 is to generate goodwill and understanding among staff of the various ABS offices by means of participation, in an informal atmosphere, in numerous social and sporting events, with a strong emphasis on family involvement. The carnival was a great success. It was attended by over 500 people. 1990 is the 21st anniversary of the first SOCSP0.

The next SOCSP0 carnival is scheduled to take place in Melbourne in January 1993 and planning for it is already underway.

Industrial democracy

Progressive implementation and revision of the ABS industrial democracy plan continued in 1989-90 – see report in Appendix 7.

Equal employment opportunity

Progressive implementation and revision of the ABS equal employment opportunity program continued in 1989-90 – see report in Appendix 8.

Resource management

The resource management component coordinates the preparation of financial budgets and negotiates with central agencies on finance and resource matters. It provides advice and guidance to ABS managers on estimating resource requirements, makes recommendations on the allocation of resources and monitors expenditure. The component is also responsible for development and implementation of automated management information systems relating to finance, personnel and establishments, including provision of documentation and training. In addition, the component is responsible for devising and conducting internal audits for corporate management, and advising on the existence, effectiveness, reliability and efficiency of the various systems of internal control within the ABS.

Activities and achievements during the year included:

- Further development of information systems by which managers from across the ABS monitor expenditure against budget.
- Development of procedures for monitoring and controlling annotated appropriations.
- Development and commissioning of a computerised invoicing system for better servicing of ABS statistical customers.

ABS internal administration also benefitted from a number of reviews by staff of the Australian National Audit Office. Matters reviewed were in general found to be satisfactory, although a small number of shortcomings was reported by the Auditor-General. Action taken by the ABS on these shortcomings is described in Appendix 10.

Management support

The management support component provides logistical and advisory support functions aimed at facilitating the achievement of corporate objectives. The support functions fall into four groups.

The first group covers accounts and travel. Functions include payment of all accounts, administration of ABS funds, booking and arranging logistical aspects of overseas travel, and provision of pay office and Collector of Public Moneys services.

The second group covers office accommodation, purchasing and general office services. Functions include planning, negotiating and implementing accommodation arrangements; repairs and maintenance; purchasing; stores administration; and courier, interstate freight, mail, telephone, photocopying and printing services. The group also prepares financial estimates for these items and monitors subsequent expenditure.

The third group covers management of ABS assets; safekeeping of accountable forms; and waste handling, cleaning, registry, messenger, archives and general storage services.

The fourth group covers security issues affecting ABS staff, accommodation, communications, data and assets, including the issue of security clearances and identity cards.

Activities and achievements during the year included:

- Extension of the ABS FINANCE System to cover the automation of controlling stores and managing assets. These functions will be completely operational across all Offices early in 1990-91.
- Development of procedures for monitoring and controlling funds for lease payments, and further liaison with the Australian Property Group on property management responsibilities.
- Reorganisation of accommodation and some refurbishment to integrate formerly dedicated data processing keyboard staff into the clerical workstream of statistical areas.
- Close liaison throughout the year with the Department of Administrative Services and staff unions on the continued refurbishment of Cameron Offices in Canberra. Most areas of the office were recarpeted during the year.
- Continuing liaison with the Department of Administrative Services Purchasing Reform Group (PRG) on its implementation strategy for Government reforms to the Commonwealth procurement system. During 1990 the ABS is reviewing its purchasing functions, participating in training programs developed by the PRG and preparing an ABS purchasing reform plan for approval by the Minister Assisting the Treasurer. The Government expects the implementation process to be finalised in 1991 and the ABS anticipates no difficulties meeting this requirement.
- Upgrading of security in the Victorian, South Australian and Northern Territory Offices, and further security upgrading of Cameron Offices. Specifications for upgrading security across other Offices have been developed.
- Planning of administrative support for the 1991 population census. This has included leasing a suitable building in Sydney for the Data Processing Centre and making preparations to furnish it for the processing of the census dress rehearsal and, afterwards, the census itself.

Coordination

The coordination component consists of 3 sub-components: planning and legislation; public relations; and secretariat.

Planning and legislation

The planning and legislation sub-component has responsibility for the ABS planning system, and for implementation of the ABS corporate plan, details of which were given in Chapter 2 of the 1986-87 Annual Report.

The sub-component also provides advice on all aspects of statistical legislation and administrative law. This includes the development of proposals for new and revised statistical legislation including regulations and ministerial determinations; advice on and monitoring of statistical release practices to ensure that they comply with all relevant legislative provisions; the administration of the *Freedom of Information (FOI) Act 1982* within the ABS (see Appendix 9 for further information); the administration of the *Privacy Act 1988* within the ABS, and the administration of other administrative laws which impact on the ABS. In addition, this sub-component coordinates legal action, in the small number of cases where it is considered necessary, in order to obtain completed forms from persons and businesses included in ABS statistical collections.

Most information collected by the ABS is collected "by request", and the ABS makes every effort to obtain the willing cooperation of the persons and businesses in its collections. Only extremely rarely has the ABS used the provisions of sub-sections 10(4) and 11(2) of the *Census and Statistics Act 1905* to direct a person or business to comply and, in default, initiated prosecution action under section 14 of the *Census and Statistics Act 1905*. In fact, the rate of prosecution does not approach one-hundredth of 1% of persons or businesses in ABS collections.

The number of notices of direction issued and the number of prosecution actions approved in recent years are given in the following table.

NOTICES OF DIRECTION ISSUED AND PROSECUTION ACTIONS APPROVED

Type of statistical collection	1985-86	1986-87	1987-88	1988-89	1989-90
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NOTICES OF DIRECTION ISSUED

	Number				
Population census	..	66
Household surveys	..	4	16	6	..
Business censuses and surveys	54	68	123	37	24
<i>Total</i>	<i>54</i>	<i>138</i>	<i>139</i>	<i>43</i>	<i>24</i>

PROSECUTION ACTIONS APPROVED (a)

	Number				
Population census	..	36
Household surveys	..	1	10
Business censuses and surveys	17	31	34	9	8
<i>Total</i>	<i>17</i>	<i>68</i>	<i>44</i>	<i>9</i>	<i>8</i>

(a) Approved by the Australian Statistician for referral to the relevant office of the Director of Public Prosecutions or the Australian Government Solicitor. Each prosecution action is counted under the year in which the corresponding notice of direction was issued.

Public relations

The public relations sub-component undertakes activities to improve the Bureau's communication with respondents to statistical collections, with the aim of improving the quality of response; activities to improve the ABS's communication with politicians, the media and other opinion-leaders, to promote understanding of the ABS's functions and effective use of its services; and activities to develop the skills of ABS staff in communication both inside and outside the Bureau.

Activities and achievements by this sub-component during the year included:

- Steps to improve public awareness of the ABS, including:
 - Developing a corporate public relations strategy.
 - Issuing a larger number of media releases, better targeted to their intended audiences.
 - Developing closer associations with media organisations throughout Australia, particularly by providing contact points in ABS State Offices.

- Carefully planning separate strategies for major statistical collections, such as the national health survey and the agricultural census.
- Staging promotions at major conferences and for associations whose members are respondents in statistical collections and users of statistical data.
- Developing specialised feature articles and ideas for electronic and print media.
- Conducting media conferences when appropriate.
- Development of a communications strategy for the 1991 census of population and housing. ABS public relations staff have been engaged to develop and implement the overall promotional campaign. An advertising agency has been appointed to coordinate direct advertising in the campaign.
- Continued development and application of forms development procedures and design standards, through ongoing staff training. Forms production procedures have been streamlined as more staff have become trained to an appropriate standard. There has been increasing emphasis on forms evaluation to further enhance the quality of data collected and to reduce respondent load.
- Commencement of design of a strategy for ABS internal communications. Staff have contributed significantly to the content of *ABS News*, an internal 2-monthly newspaper of the ABS.

Secretariat

The secretariat sub-component provides ABS management with a range of services including ministerial and parliamentary liaison; secretariat support for high level internal and external meetings and conferences; and coordination of the Bureau's relations with international organisations and official statistical agencies in foreign countries, including the provision of assistance to developing countries.

Late in 1989 the ABS published a new edition of the *Register of Commonwealth Statistical Collections* (ABS Catalogue No. 1114.0). This publication is a guide to Commonwealth Government data collection activities and statistics available from these sources, and assists in coordination of data collection by agencies.

In April 1990 the ABS hosted the Eleventh Conference of Commonwealth Statisticians, a gathering of official statisticians from countries of the Commonwealth of Nations. (The previous such Conference hosted by Australia was the Third Conference, which was held in 1951.) These Conferences, which are held at 5-year intervals, provide opportunities to promote personal contact, cooperation and goodwill between heads of Commonwealth statistical agencies, and to develop

close and meaningful working relationships. Recent Conferences have been directed at reviewing emerging trends in statistical operations and management, and opening up possibilities for technical assistance between Commonwealth countries. In particular, they have focussed upon the needs of developing countries to set up effective national statistical systems. The Eleventh Conference's prescribed goals were:

- To highlight particular problems impeding statistical development and to provide for an exchange of views about possible solutions to these problems.
- To facilitate establishment of personal contact and rapport between statistical personnel in developing countries and their colleagues in developed countries.
- To draw on the experience of more developed members of the Commonwealth in regard to possible application of new statistical techniques and methods.

The Conference was attended by 61 delegates from 36 Commonwealth countries and 11 observers from international organisations or institutions. Forty-eight papers were presented during 7 days of discussion. Widespread positive responses were received from delegates following the Conference and both Australia and the ABS received due recognition for successfully hosting a professionally stimulating, informative and personally rewarding Conference. A *Summary of Proceedings* of the Conference has been issued.

During the year the ABS provided considerable technical assistance to official statistical agencies in developing countries in the Asia-Pacific region. The assistance took the form of visits to countries or regional centres by ABS staff to provide advisory services and training, and visits to Australia, by staff of official statistical agencies of countries in the region, for study tours and training. Assistance was provided to the Federated States of Micronesia, Fiji, Malaysia, Nepal, Niue, Papua New Guinea, the Philippines, Singapore, Tonga and Vanuatu. In addition, lecturers were provided for six training courses organised by the South Pacific Commission for staff of official statistical agencies in the region and ABS staff participated in four seminars or workshops arranged by the United Nations Economic and Social Commission for Asia and the Pacific to facilitate exchange of information between countries in the region on particular matters of interest to official statistical agencies.

APPENDIXES

Appendix 1 **ABS PROGRAM STRUCTURE, 1989-90**

<i>Program</i>	<i>Sub-programs</i>	<i>Components</i>
Australian Bureau of Statistics	Statistical operations	<p>Information services</p> <p>Publishing</p> <p>Electronic dissemination</p> <p>Marketing</p> <p>National accounts</p> <p>International accounts</p> <p>Foreign trade</p> <p>Consumer income and expenditure</p> <p>Financial accounts</p> <p>Public sector accounts</p> <p>Agriculture</p> <p>Mining</p> <p>Energy</p> <p>Manufacturing</p> <p>Distribution and services industries</p> <p>Construction</p> <p>Transport</p> <p>Tourism</p> <p>Business surveys</p> <p>Science and technology</p> <p>Integration, classification and development</p> <p>Economic censuses systems and surveys</p> <p>Population census</p> <p>Demography</p> <p>Labour</p> <p>Social</p> <p>Social and labour surveys processing support</p> <p>Econometric and time series analyses</p> <p>Mathematical statistics</p> <p>Statistical services and user liaison</p> <p>Population surveys</p> <p>Integrated register</p> <p>Computer operations and software</p> <p>Technology planning and development</p> <p>User support</p> <p>Economic Accounts Division administrative support</p> <p>Industry Division administrative support</p> <p>Social and Labour Division administrative support</p> <p>Statistical and Information Services Division administrative support</p> <p>Computer Services Division administrative support</p>
	Corporate services	<p>Executive</p> <p>Personnel management</p> <p>Resource management</p> <p>Management support</p> <p>Coordination</p> <p>Coordination and Management Division administrative support</p>

Appendix 2 TOP STRUCTURE AND STAFF OF THE ABS, WITH PROGRAM COMPONENT RESPONSIBILITIES, AT 30 JUNE 1990

<i>Top structure and Staff</i>	<i>Program component responsibilities</i>
Australian Statistician <i>Ian Castles, AO, OBE</i>	Executive
Deputy Australian Statistician <i>Bill McLennan</i>	
Head, Resource Effectiveness Project <i>John Carroll, AM</i>	
Assistant Statistician, Resource Effectiveness Project <i>Henri Kriegl</i>	
CENTRAL OFFICE DIVISIONS	
Economic Accounts Division <i>Fred von Reibnitz</i>	Economic Accounts Division administrative support
National Accounts Branch <i>Paul McCarthy</i>	National accounts
International Accounts and Trade Branch <i>Barbara Dunlop</i>	International accounts Foreign trade
Public and Private Finance Branch <i>Don Efford</i>	Financial accounts Public sector accounts
Industry Division <i>George Sarossy</i>	Industry Division administrative support
Distribution and Service Industries and Economic Indicators Branch <i>David Steel</i>	Distribution and services industries Business surveys Science and technology
Production, Transport and Tourism Branch <i>Max Booth</i>	Agriculture Mining Energy Manufacturing Construction Transport Tourism
Business Register, Classification and Industry Censuses Branch <i>John Struik</i>	Integration, classification and development Economic censuses systems and surveys Integrated register

<i>Top structure and Staff</i>	<i>Program component responsibilities</i>
Social and Labour Division <i>Tim Skinner</i>	Social and labour surveys processing support Social and Labour Division administrative support
Consumer Income and Expenditure Branch <i>Keith Blackburn</i>	Consumer income and expenditure
Social and Demography Branch <i>Geoff Sims</i>	Demography Social
Labour Branch <i>Alan Mackay</i>	Labour
Statistical and Information Services Division <i>Dennis Trewin</i>	Statistical and Information Services Division administrative support
Statistical Services Branch <i>Sue Linacre</i>	Econometric and time series analyses Mathematical statistics
Information Services Branch <i>Robin Green</i>	Information services Publishing Electronic dissemination Marketing
Population Census and Surveys Branch <i>Col Clements (a)</i>	Population census Population surveys
Computer Services Division <i>Bill Egan</i>	Computer Services Division administrative support
Technology Support Branch <i>Bryan Fitzpatrick</i>	Computer operations and software
User Support Branch <i>Paul Pentony</i>	User support
Technology Planning and Investigation Branch <i>Terry Heming</i>	Technology planning and development
Coordination and Management Division <i>Rob Edwards</i>	Coordination Coordination and Management Division administrative support
Personnel Management Branch <i>John Dent</i>	Personnel management
Resources Management Branch <i>Ivan King</i>	Resource management Management support

(a) Col Clements retired in July 1990 and was replaced by Glen Cocking.

STATE AND TERRITORY OFFICES

New South Wales Office
John Wilson

Statistical services and user liaison
(New South Wales)

Victorian Office
Dick Crockett

Statistical services and user liaison
(Victoria)

Queensland Office
John Cornish

Statistical services and user liaison
(Queensland)

Western Australian Office
Brian Pink

Statistical services and user liaison
(Western Australia)

South Australian Office
Russell Rogers

Statistical services and user liaison
(South Australia)

Tasmanian Office
Stuart Jackson

Statistical services and user liaison
(Tasmania)

Northern Territory Office
Peter Gardner

Statistical services and user liaison
(Northern Territory)

Australian Capital Territory Office (b)
Martin Butterfield (c)

Statistical services and user liaison
(Australian Capital Territory)

(b) The ABS does not have a separate Australian Capital Territory office as such; the Statistician, Australian Capital Territory, is based in the Australian Capital Territory Treasury and is, organisationally, attached to the ABS Central Office.
(c) Martin Butterfield left this position in August 1990.

Appendix 3 ABS PROGRAM EXPENDITURE AND RECEIPTS

	1988-89		1989-90		1990-91
	Actual	Total	Actual	Estimates (a)	
	\$'000	appropriation	\$'000	\$'000	\$'000
EXPENDITURE					
Salaries etc -					
Salaries	102 663	102 229	100 065	(b) 112 620	
Overtime	736		829	(b) 691	
Total 671.1.01	103 398	102 229	100 894	113 311	
Administrative expenses -					
Travel and subsistence	2 801		3 419	(b)(c) 3 219	
Office requisites	6 911		8 287	(b)(c) 11 956	
Postage and telephones	5 791		5 349	(b)(c) 6 294	
Computer services	4 415	(c) 40 536	5 838	(b)(c) 5 697	
Incidentals (d)(e)	3 965		6 207	(b)(c) 8 554	
Agents	6 157		7 193	(b)(c) 8 875	
Minor capital expenses (d)	..		4 840	(b)(c) 2 531	
Sub-total	30 039	(c) 40 536	41 133	(c) 47 126	
Receipts credited pursuant to section 9 of Appropriation Bill No. 1 (f)	..	3 229	(g)	(h)	
Total 671.1.02	30 039	43 765	41 133	(c) 47 126	
Receipts to be credited pursuant to section 9 of Appropriation Bill No. 1 (f)	..	(i)	(i)	2 196	
Total sub-division 671.1	133 438	145 994	142 027	162 633	
Property operating expenses (j) -					
Current 671.2.01	..	21 389	22 040	28 144	
Capital 671.2.02	..	505	434	1 496	
Total sub-division 671.2	..	22 894	22 474	29 640	
Compensation and legal expenses (e)	643	105	86	58	
Total sub-division 671.3	643	105	86	58	
Total division 671	134 081	168 993	164 587	192 331	
Capital works and services -					
Plant and equipment 979.1.01 (d)	12 026	3 155	3 155	3 241	
Construction of facilities 979.1.02 (j)	..	1 388	1 331	1 937	
Total division 979	12 026	4 543	4 486	5 178	
Total expenditure	146 107	173 536	169 074	197 509	
RECEIPTS					
Miscellaneous revenue	5 351	5 400	5 271	5 711	
Section 35 of Audit Act 1901 (f)	..	3 229	3 229	2 196	
TOTAL ABS OUTLAYS	140 756	164 907	160 574	189 602	

(a) As included in Appropriation Bills Nos 1 and 2. (b) Not shown separately in Appropriation Bills Nos 1 and 2. (c) Excludes expenditure from receipts to be credited pursuant to section 9 of Appropriation Bill No. 1. (d) From 1989-90, minor capital expenses (which include purchases of furniture and fittings) includes some expenditure previously included in plant and equipment and incidental administrative expenses. (e) From 1989-90, incidental administrative expenses includes COMCARE premium for compensation costs of current and former employees previously included in compensation and legal. (f) Revenue from section 35 of the Audit Act 1901 is to be credited to Div 671 under receipts credited pursuant to section 9 of Appropriation Bill No. 1. (g) Included in preceding items of administrative expenses. (h) Estimate shown below, separate from administrative expenses. (i) Included above, in administrative expenses. (j) From 1989-90 the ABS assumed control of property operating expenses and construction of facilities.

Note: Any differences between totals and sums of components are due to rounding.

AUSTRALIAN BUREAU OF STATISTICS

FINANCIAL STATEMENTS

1989-90

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Certification of the Financial Statements

Aggregate Statement of Transactions by Fund

Detailed Statement of Transactions by Fund

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Notes to the Financial Statements

Glossary of Terms

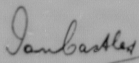
STATEMENT BY THE AUSTRALIAN STATISTICIAN

AND

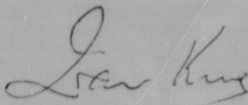
PRINCIPAL ACCOUNTING OFFICER

CERTIFICATION

We certify that the attached financial statements for the year ended 30 June 1990 are in agreement with the accounts and records of the Australian Bureau of Statistics, and, in our opinion, the statements have been prepared in accordance with the Financial Statements Guidelines for Departmental Secretaries issued in May 1990.



I. Castles
Australian Statistician



I.R. King
*Assistant Statistician
Resources Management Branch*

31st August 1990

31 August 1990



Our ref:

AUSTRALIAN BUREAU OF STATISTICS
AUDIT REPORT ON FINANCIAL STATEMENT

In accordance with subsection 50(1) of the Audit Act 1901, the Australian Statistician has submitted for audit the financial statement of the Australian Bureau of Statistics for the year ended 30 June 1990.

Subsection 50(2) of the Act provides that the financial statement shall be prepared in accordance with financial statements guidelines issued by the Minister for Finance and shall set out:

- (a) particulars of the receipts and expenditures of the Consolidated Revenue Fund, the Loan Fund and the Trust Fund during the financial year in respect of the Department; and
- (b) such other information (if any) relating to the financial year as is required by the financial statements guidelines to be included in the statement.

The parts of the financial statement prepared in accordance with paragraph 50(2)(b) of the Act are not subject to audit examination and report unless the Minister for Finance has declared that they are to be subject to full examination. At the date of this report the Minister had not made a declaration in respect of the Australian Bureau of Statistics.

The parts of the financial statement prepared in accordance with paragraph 50(2)(a) of the Act which are subject to audit have been prepared in accordance with the policies outlined in Notes 1(a), 1(b)(i), 1(c) and 2 and have been audited in conformance with the Australian National Audit Office Auditing Standards which incorporate the Australian Auditing Standards.

In accordance with paragraphs 51(1)(a) and (b) and section 70F of the Act, I now report that the parts of the statement prepared in accordance with paragraph 50(2)(a) are, in my opinion:

- in agreement with the accounts and records kept in accordance with section 40 of the Act, and
- in accordance with the financial statements guidelines made by the Minister for Finance.

D.S. Lennie
Executive Director

4 September 1990

AGGREGATE STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR ENDED 30 JUNE 1990

This Statement shows aggregate cash transactions, for which the Australian Bureau of Statistics is responsible, for the following Funds of the Commonwealth Public Account (CPA). The Bureau does not operate a Loan Fund.

<i>1988-89 Actual</i>		<i>1989-90 Budget</i>	<i>1989-90 Actual</i>
\$		\$	\$
CONSOLIDATED REVENUE FUND (CRF)			
	Receipts -		
5 351 086	Miscellaneous	5 400 000	5 270 636
..	Section 35 of the <i>Audit Act 1901</i> - to be credited to running costs - Division 671	2 064 000	3 228 849
5 351 086	<i>Total receipts</i>	7 464 000	8 499 485
146 106 750	Expenditure from Annual Appropriations	172 256 000	169 073 562
TRUST FUND			
3 590	Balance 1 July 1989		2 753
4 923	Receipts		12 186
5 760	Expenditure		9 035
2 753	<i>Balance 30 June 1990</i>		5 904
	Represented by -		
2 753	<i>Cash</i>		5 904

DETAILED STATEMENT OF TRANSACTIONS BY FUND FOR THE YEAR
ENDED 30 JUNE 1990

Consolidated Revenue Fund (CRF)

Receipts to CRF

The CRF is the main working fund of the Commonwealth and consists of all current moneys received by the Commonwealth (excluding loan raisings and moneys received by the Trust Fund). The Bureau is responsible for the following receipt items.

1988-89		1989-90	1989-90
<i>Actual</i>		<i>Budget</i>	<i>Actual</i>
\$		\$	\$
5 351 086	Miscellaneous	5 400 000	5 270 636
..	Section 35 of the <i>Audit Act 1901</i> – to be credited to running costs – Division 671	2 064 000	3 228 849
5 351 086	<i>Total</i>	7 464 000	8 499 485

Expenditure from CRF

The Constitution requires that an appropriation of moneys by the Parliament is required before any expenditure can be made from the CRF. Appropriations follow two forms:

- Special (or standing) appropriations; and
- Annual appropriations.

The Bureau is responsible for the following expenditure items.

ANNUAL APPROPRIATIONS

<i>1988-89 Actual</i>		<i>1989-90 Appropriation</i>	<i>1989-90 Actual</i>
\$		\$	\$
134 080 734	{ Appropriation Act No. 1	165 704 000	}
	{ Appropriation Act No. 3	60 000	}
..	Section 35 of the <i>Audit Act 1901</i> – to be	3 228 849	}
	credited to running costs – Division 671		}
	– Note 2		}
	{ Appropriation Act No. 2	4 488 000	}
12 026 016	{ Appropriation Act No. 4	55 300	}
	{ Advance to the Minister for Finance
146 106 750	<i>Total Expenditure from Annual Appropriations</i>	173 536 149	169 073 562
146 106 750	<i>TOTAL EXPENDITURE FROM CRF</i>		169 073 562

Appropriations derived from Appropriation Acts.

DETAILS OF EXPENDITURE FROM ANNUAL APPROPRIATIONS

1988-89 Actual		Sub-program (a)	1989-90 Appropriation	1989-90 Actual
\$			\$	\$
	APPROPRIATION ACTS NOS 1 AND 3			
	Division 671 Australian Bureau of Statistics			
	Running costs -			
103 398 390	1.01 Salaries and payments in the nature of salary	(b)	102 229 100	100 894 239
30 039 242	1.02 Administrative expenses (Annotated Appropriation) - Note 2	(b)	43 764 749	41 132 869
	Property operating expenses -			
..	2.01 Current	(b)	22 389 000	22 039 971
..	2.02 Capital	5.2	505 000	433 670
	Other services -			
643 102	3.01 Compensation and legal expenses	5.2	105 000	86 404
134 080 734	Sub-total		168 992 849	164 587 232
	APPROPRIATION ACTS NOS 2 AND 4			
	Division 979 Australian Bureau of Statistics			
	Capital works and services -			
12 026 016	1.01 Plant and equipment	5.1	3 155 000	3 155 000
..	1.02 Construction of facilities	5.2	1 388 300	1 331 330
12 026 016	Sub-total		4 543 300	4 486 330
146 106 750	TOTAL		173 536 149	169 073 562

(a) Refer to program statement. (This information has not been subject to audit). (b) Allocated to various sub-programs.

Appropriation figures derived from Budget Related Paper No. 7.16. Expenditure figures derived from Central Ledger Extract at 30 June 1990.

Trust Fund

This Section discloses details of the Trust Fund and Trust Account administered by the Australian Bureau of Statistics. It provides a break-down of the information relating to the Trust Fund contained in the Aggregate Statement of Transactions by Fund.

1988-89		1989-90
\$		\$
	OTHER TRUST MONEYS	
	Legal Authority - <i>Audit Act 1901</i> section 60	
	Purposes - for the receipt of moneys temporarily held in trust for other persons	
	Receipts and expenditure -	
3 590	Cash balance at 1 July 1989	2 753
4 923	Receipts	12 186
8 513	<i>Sub-total</i>	14 939
5 760	Expenditure	9 035
2 753	Cash balance at 30 June 1990	5 094

Figures derived from the Central Ledger Extract as at 30 June 1990.

PROGRAM STATEMENT FOR THE YEAR ENDED 30 JUNE 1990

This Statement shows details of expenditure from annual and special appropriations for each program and sub-program administered by the Bureau. Each "annual" appropriation item contributing to a sub-program is identified by its description followed by its appropriation code in brackets. Partial allocation of appropriation items to sub-programs is indicated by "(p)" following the item. With respect to those programs for which "expenditure from appropriations" and "outlays" differ, the Statement discloses information reconciling the amounts concerned. The Statement also shows details of revenue for each program (where applicable).

A detailed explanation of each program and sub-program is provided in *Explanatory Notes 1989-90 Treasury Portfolio*, Budget Related Paper No. 7.16.

This Statement has not been subject to audit.

1988-89 Actual		1989-90 Appropriation	1989-90 Actual
\$		\$	\$
	PROGRAM 5		
	- AUSTRALIAN BUREAU OF STATISTICS		
	SUB-PROGRAM 5.1		
	- STATISTICAL OPERATIONS		
	Running costs (671.1)(p) -		
83 947 387	Salaries and payments in the nature of salaries	86 244 100	83 122 386
16 775 127	Administrative expenses (Annotated Appropriation- Note 2)	27 344 041	25 835 225
	Property operating expenses -		
..	Current (p)	718 000	642 200
	Capital works and services -		
12 026 016	Plant and equipment - (979.1.01) (p)	2 990 000	3 140 490
112 748 530	EXPENDITURE FROM APPROPRIATIONS	117 296 141	112 740 301
	LESS RECEIPTS OFFSET WITHIN OUTLAYS		
5 351 086	Miscellaneous	5 400 000	5 270 636
..	Section 35 of the <i>Audit Act 1901</i> - to be credited to running costs (p)	2 888 541	2 888 541
107 397 445	OUTLAYS	109 007 600	104 581 124

1988-89 Actual		1989-90 Appropriation	1989-90 Actual
\$		\$	\$
	SUB-PROGRAM 5.2		
	– CORPORATE SERVICES		
	Running costs (671.1)(p) –		
19 451 002	Salaries and payments in the nature of salaries	15 985 000	17 771 853
13 264 115	Administrative expenses	16 420 708	15 297 723
	(Annotated Appropriation – Note 2)		
	Property operating expenses –		
..	Current (p)	21 671 000	21 397 771
..	Capital	505 000	433 670
643 102	Compensation and legal expenses (671.3.01)	105 000	86 404
	Capital works and services –		
..	Plant and equipment (p)	165 000	14 510
..	Construction of facilities	1 388 300	1 331 330
33 358 219	EXPENDITURE FROM APPROPRIATIONS	56 240 008	56 333 261
	LESS RECEIPTS OFFSET WITHIN OUTLAYS		
..	Section 35 of the <i>Audit Act 1901</i> – to be credited to running costs Division 671(p)	340 308	340 308
33 358 219	OUTLAYS	55 899 700	55 992 953
146 106 750	TOTAL ABS APPROPRIATIONS	173 536 149	169 073 562
5 351 086	LESS TOTAL RECEIPTS OFFSET WITHIN OUTLAYS	8 628 849	8 499 485
140 755 664	TOTAL ABS OUTLAYS	164 907 300	160 574 077

Budget figures derived from Budget Related Paper No. 7.16. Actual expenditure from Central Ledger Extract at 30 June 1990.

STATEMENT OF SUPPLEMENTARY FINANCIAL INFORMATION AS AT 30 JUNE 1990

This Statement has not been subject to audit.

30 June 1989		Notes	30 June 1990
\$			\$
CURRENT ASSETS			
68 692	Cash on hand and at bank	3	128 685
236 013	Receivables	4	456 442
..	Investments	5	..
407 000	Inventories	6	281 500
..	Advances	7	..
NON-CURRENT ASSETS (a)			
48 761 000	Plant and equipment	8	40 432 579
2 685 606	Computer, furniture and office equipment	8	12 070 375
CURRENT LIABILITIES			
20 794	Creditors	9	47 613
NON-CURRENT LIABILITIES			
..	Creditors		..

(a) For 1988-89 minimum value for reporting was \$1 000. For 1989-90 minimum value for reporting is \$2 000.

NOTES TO THE FINANCIAL STATEMENTS AS AT 30 JUNE 1990

Note 1

Statement of significant accounting policies

- (a) The financial statements have been prepared in accordance with the *Financial Statements Guidelines for Departmental Secretaries* issued by the Minister for Finance.
- (b) (i) The financial statements have been prepared on a cash basis with the exception of the Statement of Supplementary Financial Information which includes certain accrual-type information.
- (ii) The financial statements have been prepared in accordance with the historical cost convention and do not take account of changing money values or, except where stated, current values of non-current assets.
- (c) Aggregated Statement of Transactions by Fund and Detailed Statement of Transactions by Fund (and related notes) have been rounded to the nearest dollar.
- (d) (i) Land and buildings have not been accounted for in the Statement of Supplementary Information. Nor have minor assets – other than receivables and advances – having a unit value less than \$2 000.
- (ii) Inventories brought to account in the statement of Supplementary Information include only items whose unit value exceeds \$1 000 and comprise goods or other property:
- held for sale
 - to be used in the production of goods, or
 - held by way of consumable stores.
- (e) Salaries, wages and related benefits payable to officers and employees of the Bureau have not been accounted for in the balance of creditors in the Statement of Supplementary Financial Information.

Note 2

Running costs (annotated appropriation 671.1)

This appropriation was annotated pursuant to section 35 of the *Audit Act 1901* to allow the crediting of certain receipts.

The current arrangements with the Department of Finance are:

- Half of any receipts for standard products and services in excess of \$5.02 million are credited to the ABS.
- Receipts for non-standard products and services are credited to the ABS.
- Half of the receipts from the sale of CDATA86 - CD-ROM are credited to the ABS after the fellow manufacturers, Space-Time Research Pty Ltd and AUSLIG, have received royalty payments.

<i>Annotated appropriation</i>	<i>Receipts</i>	<i>Appropriation</i>	<i>Expenditure</i>
\$40 535 900	\$3 228 849	\$43 764 749	\$41 132 949

Note 3

Cash on hand and at bank

This has not been subject to audit.

The cash and bank balances as at 30 June 1990 administered by the Australian Bureau of Statistics are comprised of bank accounts opened pursuant to sub-section 21 (1) of the Audit Act.

<i>Category</i>	<i>1989</i>	<i>1990</i>
	\$	\$
Collectors/receipts account	7 878	9 899
Cash on hand	94	19 773
Cash advances - CPM	50 349	61 396
Fees/advances account (ACT only)	1 072	26 153
Other (if applicable)	9 299	11 465
<i>Total</i>	<i>68 692</i>	<i>128 685</i>

Note 4

Receivables

This has not been subject to audit.

Of the total amounts outstanding as at 30 June 1990 the following amounts were overdue for:

<i>Period</i>	<i>1989</i>	<i>1990</i>
	\$	\$
Less than 30 days	66 618	185 587
30 days to 60 days	85 391	119 904
Later than 60 days	84 004	150 951
<i>Total</i>	<i>236 013</i>	<i>456 442</i>

Note 5

Investments

This has not been subject to audit.

Nil.

Note 6

Inventories

This has not been subject to audit.

The amount of \$281 500 as at 30 June 1990 is for goods held for sale or to be used in the production of goods or services for sale.

Note 7

Advances

This has not been subject to audit.

Nil.

Note 8

Non-current assets

This has not been subject to audit.

Non-current assets at 30 June 1990 were:

<i>Category</i>	<i>1989</i>	<i>1990</i>
	\$	\$
Plant and equipment	48 761 000	40 432 579
Computer equipment (eg software)	510 800	10 407 508
Furniture and fittings	752 305	181 015
Office equipment	1 422 501	1 481 853
<i>Total</i>	<i>51 446 606</i>	<i>52 502 954</i>

In 1988-89 the minimum value for reporting assets was \$1 000; in 1989-90 it was \$2 000. In addition to this change, some of the larger differences between 1989 and 1990 are due to better asset information and to more appropriate categorisation of items.

Note 9

Creditors

This has not been subject to audit.

Creditors comprise two components:

- Subscriptions received for discontinued publications (\$46 970).
- Trade creditors (\$643).

Trade creditors

Of the total amounts outstanding as at 30 June 1990 the following amounts were overdue for:

Category	1989	1990
	\$	\$
Less than 30 days	17 684	425
30 days to 60 days	3 110	..
More than 60 days	..	218
Total	20 794	643

Note 10

Forward obligations

This has not been subject to audit.

The Bureau entered into the following forward obligations for plant and equipment as at 30 June 1990 payable as follows:

Category	1989	1990
	\$	\$
Not later than one year	713 500	419 175
Later than one year but no later than 2 years
Later than 2 years
Total	713 500	419 175

Note 11

Act of grace payments

This has not been subject to audit.

No payments were made during the financial year 1989-90 pursuant to authorisations given under section 34A of the *Audit Act 1901* out of moneys appropriated for the purposes of the Bureau.

Note 12

Waiver of rights to payment of moneys

This has not been subject to audit.

The total number of payments waived during the financial year 1989-90 under subsection 70C(2) of the *Audit Act 1901* was 3 and the total amount of those payments was \$1 290.

Note 13

Amounts written off

This has not been subject to audit.

The following details are furnished in relation to amounts written off during the financial year under sub-section 70C(2) of the *Audit Act 1901*:

UP TO \$1 000

Category	Number	Amount
		\$
(1) Losses or deficiencies of public moneys	24	562
(2) Irrecoverable amounts of revenue	14	337
(3) Irrecoverable debts and overpayments	2	165
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical	88	2 501
(5) Lost, deficient, condemned, unserviceable or obsolete stores	10	2 460
Total	138	6 025

<i>Category</i>	<i>Number</i>	<i>Amount</i>
		\$
(1) Losses or deficiencies of public moneys
(2) Irrecoverable amounts of revenue
(3) Irrecoverable debts and overpayments
(4) Amounts of revenue, debts or overpayments, the recovery of which would, in the opinion of the Minister, be uneconomical
(5) Lost, deficient, condemned, unserviceable or obsolete stores	1	1 200
<i>Total</i>	<i>1</i>	<i>1 200</i>

Note 14

Losses and deficiencies etc in public moneys and other property

This has not been subject to audit.

The following action was taken during the financial year 1989-90 under Part XIII A of the *Audit Act 1901*:

	<i>Total number</i>	<i>Total amount</i>	<i>Number where officer judged liable</i>	<i>Total assessed liability</i>	<i>Number where officer not held liable</i>	<i>Number pending action</i>
		\$		\$		
Public monies						
Losses
Deficiencies	3	8	Nil	Nil	3	Nil
Property						
Losses
Destruction
Damage

Comments: Losses and deficiencies were written off under section 70C(1) of the *Audit Act 1901*.

Resources received free of charge

During 1989-90 financial year a number of Commonwealth Departments and agencies provided services to the ABS without charge. The major services received include the following:

- Department of Finance – Accounting and budgetary information from computerised Finance Ledger and payroll services.
- Australian National Audit Office – Auditing services. While these services were provided without charge, the estimated cost of the services for 1989-90 was \$44 000.
- Attorney-General's Department – Legal services.

GLOSSARY OF TERMS

Act of grace payments

Section 34A of the *Audit Act 1901* provides that, in special circumstances, the Commonwealth may pay an amount to a person notwithstanding that the Commonwealth is not under any legal liability to do so.

Actual

Final expenditure and receipts as reported in the Department of Finance Central Ledger as at 30 June.

Administrative expenses

Includes all operational expenditure except salaries. The item includes both direct costs and overhead expenditure, as well as minor capital expenditure which is considered part of ordinary annual services. It does not include major capital expenditure.

Advance to the Minister for Finance

The contingency provisions appropriated in the two Supply Acts and the two annual Appropriation Acts to enable funding of urgent expenditure not foreseen at the time of preparation of the relevant Bills. These funds may also be used in the case of changes in expenditure priorities to enable "transfers" of moneys from the purpose for which they were originally appropriated to another purpose pending specific appropriation.

Annual Appropriations

Acts which appropriate moneys for expenditure in relation to the Government's activities during the financial year. Such appropriations lapse on 30 June.

Appropriation

Authorisation by Parliament to expend public moneys from the Consolidated Revenue Fund or Loan Fund for a particular purpose, or the amounts so authorised. All expenditure (ie outflows of moneys) from the Commonwealth Public Account must be appropriated ie authorised by the Parliament. See also "Annual Appropriations".

Appropriation Act (No 1)

An act to appropriate moneys from the Consolidated Revenue Fund for the ordinary annual services of Government.

Appropriation Act (No 2)

An act to appropriate moneys from the Consolidated Revenue Fund for other than ordinary annual services. Under existing arrangements between the two Houses of Parliament this Act includes appropriations in respect of new policies (apart from those funded under Special Appropriations), capital works and services and plant and equipment.

Appropriation Acts (Nos 3 and 4)

Where an amount provided in an Appropriation Act (No 1 or 2) is insufficient to meet approved obligations falling due in a financial year, additional appropriation may be provided in a further Appropriation Act (No 3 or 4). Appropriation may also be provided in this Act for a new expenditure proposal.

Audit Act 1901

The principal legislation governing the collection, payment and reporting of public moneys, the audit of the Public Accounts and the protection and recovery of public property. Finance Regulations and Directions are made pursuant to the Act.

Budget

The funds provided in Appropriation Acts Nos 1 and 2.

Commonwealth Public Account (CPA)

The main bank account of the Commonwealth, maintained at the Reserve Bank, in which is held the moneys of the Consolidated Revenue Fund, Loan Fund and Trust Fund.

Consolidated Revenue Fund (CRF)

The principal working fund of the Commonwealth mainly financed by taxation, fees and other current receipts. The Constitution requires an appropriation of moneys by the Parliament before any expenditure can be made from the CRF.

Expenditure

The total amount of money spent on all ABS activities.

Forward obligations

Obligations existing at 30 June which create or are intended to create a legal liability on the Commonwealth to provide funds in future years and which have not been exempted from the forward obligations system.

Outlays

Total expenditure less total receipts.

Receipts

The total amount of moneys received by the ABS.

Receipts offset within outlays

Refers to receipts which are netted against certain expenditure items because they are considered to be closely or functionally related to those items.

Running costs

A term used to describe departmental appropriations for salaries and administrative expenses, including minor capital works.

Trust fund

Established under s.60 of the Audit Act, the Trust Fund holds money in trust for the benefit of persons or bodies other than the Commonwealth.

Appendix 5 ABS PROGRAM EXPENDITURE – ESTIMATES OF EXPENDITURE BY COMPONENT

The table on the next 2 pages (pages 107 and 108) shows the expenditure for the ABS program in each of the 3 years 1987-88 to 1989-90, with an estimated dissection by program component. An estimate of "direct" expenditure is shown for each component, and an estimate of "total" expenditure is shown for each "statistical" component. The "total" expenditure for each "statistical" component is also shown as a percentage of ABS program expenditure (excluding "total" expenditure on the population census component, plant and equipment, and property operating expenses).

These estimates have been compiled on the following basis:

- **Direct expenditure** is all expenditure directly attributable to each component (such as salaries attributed on the basis of actual payments, and direct expenditure on overtime, and travel and subsistence) plus an estimated distribution of major corporate service overheads (such as postage, telephones, printing etc). General printing costs of ABS publications are attributed to the publishing component. Expenditure on plant and equipment, property operating expenses and construction of facilities is not attributed to individual components (except for the population census component – relevant expenditure on plant and equipment is attributed to this component).
- **Total expenditure**, for each "statistical" component, is direct expenditure for the component plus an allocation of the direct expenditure for "service" components according to estimated usage of the services.

This method of dissecting ABS expenditure was developed some years ago by the ABS to assist in its internal planning. It differs from the standard procedures recently introduced for cost attribution in Government program budgeting. In future years the ABS hopes to move, in its ongoing accounting systems, to a basis of cost attribution which will permit the preparation of details of expenditure by component using standard program budgeting accounting procedures.

The table below gives a comparison between the dissection of ABS program expenditure by sub-program on the direct expenditure basis (as shown in the table on the next 2 pages) and the dissection on the program budgeting (PB) basis (as shown elsewhere in this Report):

	1987-88		1988-89		1989-90		
	Direct basis	PB basis	Direct basis	PB basis	Direct basis	PB basis (a)	PB basis (b)
				\$'000			
Statistical operations sub-program (c)	105 962	95 041	113 708	112 749	124 265	112 098	112 740
Corporate services sub-program	21 507	36 058	20 373	33 35a	18 001	33 170	56 333
Plant and equipment (d)	3 629	..	12 026	..	3 003
Property operating expenses (e)	22 474	22 474	..
Construction of facilities (e)	1 331	1 331	..
ABS program	131 098	131 098	146 107	146 107	169 074	169 074	169 074

(a) Sub-program totals, as for previous years, exclude property operating expenses and expenditure on construction of facilities (b) Sub-program totals include property operating expenses and expenditure on construction of facilities. (c) Includes plant and equipment for population census, on direct expenditure basis. Net of ABS share of revenue. (d) Attributed to statistical operations sub-program on PB basis. Excludes plant and equipment for population census. (e) Property operating expenses and construction of facilities became ABS responsibilities for the first time in 1989-90.

Note: Any differences between totals and sums of components are due to rounding.

ABS PROGRAM: ESTIMATES OF EXPENDITURE BY COMPONENT

Program element	1987-88			1988-89			1989-90		
	Direct	Total(a)		Direct	Total(a)		Direct	Total(a)	
	\$'000	\$'000	%	\$'000	\$'000	%	\$'000	\$'000	%
STATISTICAL OPERATIONS									
<i>(b) (c) (d) (e) -</i>									
Information services (f)	7 472	4 453	5 200
Publishing (f)	3 611	3 991
Electronic dissemination (g)	573	633
Marketing (f)	647	1 328
National accounts (h)	2 069	3 605	3.0	2 045	3 651	2.9	1 917	3 456	2.7
International accounts	2 410	4 270	3.5	2 694	5 434	4.3	2 586	5 003	3.8
Foreign trade (i)	2 602	6 082	5.0	2 039	4 466	3.6	2 431	4 987	3.8
Prices (j)	3 848	6 056	5.0	4 234	7 092	5.6
Consumer income and expenditure (j) (k)	5 198	10 387	8.0
Financial accounts (l)	1 246	2 267	1.9	1 247	2 430	1.9	1 192	2 056	1.6
Public sector accounts (m)	2 824	5 113	4.2	2 932	5 601	4.5	2 961	5 617	4.3
Agriculture	4 308	10 167	8.4	4 430	11 633	9.2	4 498	11 954	9.2
Mining	621	1 161	1.0	618	1 564	1.2	387	827	0.6
Energy	586	1 459	1.2	117	228	0.2	74	208	0.2
Manufacturing	3 737	7 677	6.3	3 297	7 550	6.0	3 114	6 893	5.3
Distribution and services industries	3 672	12 288	10.1	3 382	7 302	5.8	2 477	5 826	4.5
Construction	2 338	4 776	3.9	2 485	6 047	4.8	3 426	7 953	6.1
Transport and tourism (n)	1 762	3 599	3.0
Transport (n)	2 210	4 710	3.7	1 300	3 029	2.3
Tourism (n)	612	1 442	1.1	687	1 645	1.3
Business surveys	1 985	3 909	3.2	2 369	5 636	4.5	2 165	5 265	4.0
Science and technology	297	546	0.5	313	506	0.4	364	618	0.5
Integration, classification and development	1 444	1 512	1 344
Economic censuses systems and surveys (o)	1 400	1 203	1 619	1 726	1.3
Demography	2 257	4 399	3.6	2 335	4 698	3.7	2 547	4 983	3.8
Labour	6 930	26 951	22.2	6 637	27 755	22.1	7 788	31 915	24.5
Social	5 795	11 840	9.8	6 372	13 082	10.4	4 692	9 317	7.2
Social and labour surveys processing support (k)	445
Time series (g)	1 110	1 266	1.0
Econometric and time series analyses (g)	741	573	0.5	692	541	0.4
Mathematical statistics	1 663	1 963	1 846
Statistical services and user liaison	2 498	3 766	3.1	2 771	4 360	3.5	3 139	5 958	4.6
Population surveys	12 223	12 560	14 186
Integrated register	4 642	5 663	5 883
Data management (p)	86
Computer operations and software	12 826	13 512	14 734
Technology planning and development (d)	3 344	3 454	917
User support (q)	6 635	7 263	9 881
Economic Accounts Division administrative support (r)	229	213
Industry Division administrative support (r)	261	421
Social and Labour Division administrative support (r)	397	541
Statistical and Information Services Division administrative support (r)	257	227
Computer Services Division administrative support (r)	192	226

For footnotes see end of table.

ABS PROGRAM: ESTIMATES OF EXPENDITURE BY COMPONENT (continued)

Program element	1987-88			1988-89			1989-90		
	Direct		Total(a)	Direct		Total(a)	Direct		Total(a)
	\$'000	\$'000	%	\$'000	\$'000	%	\$'000	\$'000	%
CORPORATE SERVICES									
(c) (d) (e) -									
Executive	4 077	4 245	4 357
Personnel management	6 194	6 509	6 933
Resource management	925	856	1 145
Management support	6 744	4 897	4 093
Management review (s)	223	191
Coordination (e)	1 509	1 176	1 015
Coordination and Management									
Division administrative support (r)	220	458
SUB-TOTAL	124 302	121 196	100.0	129 723	125 759	100.0	135 272	130 162	100.0
Population census (i)	3 396	6 502	..	4 358	8 322	..	6 994	12 103	..
Plant and equipment (u)	3 629	3 629	..	12 026	12 026	..	3 003	3 003	..
Property operating expenses	22 474	22 474	..
Construction of facilities	1 331	1 331	..
LESS ABS share of revenue (v)	228	228
ABS PROGRAM TOTAL	131 098	131 098	..	146 107	146 107	..	169 074	169 074	..

(a) Statistical components only; includes estimated costs of service components allocated in accordance with usage on statistical components. (b) Excluding population census. (c) Excludes expenditure on plant and equipment and property operating expenses. (d) The technology planning and development component was known as the computer technical services and planning component prior to 1989-90. This component was included in the corporate services sub-program up to 1988-89. It was moved to the statistical operations sub-program in 1989-90. (e) The coordination component was included in the statistical operations sub-program up to 1988-89. It was moved to the corporate services sub-program in 1989-90. (f) The publishing and marketing components were split from the information services component in 1988-89. (g) The time series component was split into the following 2 components in 1988-89: electronic dissemination; and econometric and time series analyses. (h) The costs of collecting data used in compiling the national accounts are included in the respective subject matter components. (i) The foreign trade component was known as the trade component prior to 1989-90. (j) The prices component was incorporated into the consumer income and expenditure component in 1989-90. (k) This component was established in 1989-90. (l) The financial accounts component was known as the financial institutions component prior to 1989-90. (m) The public sector accounts component was known as the public finance component prior to 1989-90. (n) The transport and tourism component was split into the following 2 components in 1988-89: transport; and tourism. (o) The economic censuses systems and surveys component was known as the economic censuses system component prior to 1989-90. (p) This component was discontinued early in 1987-88. (q) The user support component was known as the computer applications component prior to 1989-90. (r) This component was established in 1988-89. (s) This component was discontinued in 1988-89. (t) Includes plant and equipment for population census. (u) Includes expenditure on the computer enhancement program. Excludes plant and equipment for population census. (v) Special arrangements in 1987-88 for reporting ABS share of revenue.

Note: Any differences between totals and sums of components are due to rounding.

Appendix 6 ABS STAFFING

TABLE 6.1 ABS STAFF RESOURCES EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY PROGRAM ELEMENT AND LOCATION

	1988-89	1989-90								
Program element	Total	ACT	NSW	Vic	Qld	WA	SA	Tas	NT	Total
Average staff levels (a)										
STATISTICAL OPERATIONS (b) (c) (d) -										
Information services	136	61	24	25	13	9	9	5	2	148
Publishing	63	21	11	5	8	5	6	5	2	63
Electronic dissemination	17	17	17
Marketing	14	8	2	2	1	1	1	1	..	17
National accounts	54	48	48
International accounts	75	69	69
Foreign trade (e)	61	63	63
Prices (f)	122
Consumer income and expenditure (f) (g)	..	82	16	16	8	8	7	5	3	143
Financial accounts (h)	35	32	32
Public sector accounts (i)	82	27	11	11	8	7	6	4	1	75
Agriculture	137	25	29	23	23	12	14	6	1	133
Mining	19	1	2	..	3	..	3	..	1	10
Energy	3	2	2
Manufacturing	97	17	22	24	9	8	7	2	..	89
Distribution and services industries	102	20	14	13	10	5	5	2	2	71
Construction	80	22	18	16	10	7	26	4	2	104
Transport	66	18	3	1	9	3	1	2	..	36
Tourism	20	1	5	4	5	2	1	..	1	20
Business surveys	72	34	9	7	5	3	3	1	1	62
Science and technology	9	10	10
Integration, classification and development	41	29	1	1	1	1	1	33
Economic censuses systems and surveys (j)	37	24	4	4	2	1	12	47
Population census	71	60	7	4	4	3	3	2	1	83
Demography	69	24	11	11	8	6	4	3	3	69
Labour	197	93	40	31	17	16	12	6	4	219
Social	18	51	16	11	28	11	8	6	1	131
Social and labour surveys processing support (g)	..	11	11
Econometric and time series analyses	20	17	17
Mathematical statistics	53	46	46
Statistical services and user liaison	76	..	16	16	16	12	13	9	2	84
Population surveys	188	35	36	33	31	23	25	10	4	196
Integrated register	176	36	47	34	22	13	11	4	2	170
Computer operations and software	296	109	26	25	19	14	14	10	..	217
Technology planning and development (c)	80	20	20
User support (k)	195	170	13	13	10	10	11	12	1	239
Economic Accounts Division administrative support	7	6	6
Industry Division administrative support	7	9	9
Social and Labour Division administrative support	12	13	13
Statistical and Information Services Division administrative support	8	6	6
Computer Services Division administrative support	6	6	6
Total (c) (d)	2 985	1 339	382	330	269	180	202	101	33	2 836
CORPORATE SERVICES (b) (c) (d) -										
Executive	62	30	4	4	4	4	4	4	3	59
Personnel management	173	77	19	18	14	12	11	8	5	164
Resource management	21	18	3	2	1	1	1	26
Management support	162	52	14	17	9	12	9	4	2	119
Management review (l)	4
Coordination (d)	27	23	23
Coordination and Management Division administrative support	7	9	9
Total (c) (d)	456	209	40	41	28	29	25	16	10	398
PAID INOPERATIVE STAFF (m)										
	111	60	14	17	10	9	7	3	2	122
TOTAL AVERAGE STAFF LEVELS	3 551	1 608	436	388	307	218	234	120	45	3 356

(a) Comprises full-time staff and part-time staff at their full-time equivalent. Excludes unpaid inoperative staff. Where officers undertake duties within more than one component, they have been classified to that component which occupies most of their time. (b) Excluding paid inoperative staff. (c) The technology planning and development component was known as the computer technical services and planning component prior to 1989-90. This component was included in the corporate services sub-program up to 1988-89. It was moved to the statistical operations sub-program in 1989-90. However, in this table, for 1988-89, the staff resources employed in this component are included in the total for the statistical operations sub-program instead of in the total for the corporate services sub-program. (d) The coordination component was included in the statistical operations sub-program up to 1988-89. It was moved to the corporate services sub-program in 1989-90. However, in this table, for 1988-89, the staff resources employed in this component are included in the total for the corporate services sub-program instead of the total for the statistical operations sub-program. (e) The foreign trade component was known as the trade component prior to 1989-90. (f) The prices component was incorporated into the consumer income and expenditure component in 1989-90. (g) This component was established in 1989-90. (h) The financial accounts component was known as the financial institutions component prior to 1989-90. (i) The public sector accounts component was known as the public finance component prior to 1989-90. (j) The economic censuses systems and surveys component was known as the economic censuses system component prior to 1989-90. (k) The user support component was known as the computer applications component prior to 1989-90. (l) This component was discontinued in 1988-89. (m) For example staff on long service leave, extended sick leave, etc for periods of twelve weeks or longer.

Note: Any differences between totals and sums of components are due to rounding.

TABLE 6.2 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE (a)

Year and Classification	ACT	NSW	Vic	Qld	WA	SA	Tas	NT	Total
MEN									
Number									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	1 046	237	215	157	128	139	89	24	2 031
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	-	-	-	-	-	-	-	1
Senior Executive Service	29	1	1	1	1	1	-	-	34
Administrative Service Officer (c) -									
Class 8	49	4	4	3	3	3	1	1	68
Class 7	108	11	8	7	6	4	3	5	152
Class 6	201	22	26	17	12	14	11	1	306
Class 5	125	36	37	26	26	25	13	3	291
Class 4	84	37	33	16	15	29	13	6	233
Class 3	49	47	29	31	18	34	16	5	225
Class 2	46	27	32	20	9	9	6	5	154
Class 1	24	13	15	4	2	1	2	-	61
Computer Systems Officer -									
Grades 4 and 5	30	1	1	1	1	1	1	-	36
Grade 3	36	1	-	1	2	1	1	-	42
Grade 2	78	2	2	4	5	4	4	-	99
Grade 1	25	3	3	2	1	1	3	-	38
Librarians	2	-	-	-	-	-	-	-	2
Other classifications	20	3	6	-	-	-	-	-	30
Total paid operative and inoperative staff	907	208	197	133	101	127	74	27	1 774
UNPAID INOPERATIVE STAFF	78	22	14	10	15	7	6	1	153
TOTAL STAFF AT 30 JUNE 1990	985	230	211	143	116	134	80	28	1 927
WOMEN									
Number									
1989 -									
TOTAL STAFF AT 30 JUNE 1989	829	235	178	202	111	86	44	24	1 709
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	-	-	-	-	-	-	-	-	-
Senior Executive Service	2	-	-	-	-	-	-	-	2
Administrative Service Officer (c) -									
Class 8	6	-	-	1	-	-	-	-	7
Class 7	31	3	2	-	1	-	-	-	37
Class 6	86	7	8	4	4	1	4	-	114
Class 5	89	18	11	8	10	4	-	2	142
Class 4	104	29	26	20	20	16	5	3	223
Class 3	94	48	40	34	29	33	12	9	299
Class 2	114	74	39	48	19	19	13	4	330
Class 1	66	30	49	42	25	3	9	2	226
Computer Systems Officer -									
Grades 4 and 5	6	-	-	-	-	-	-	-	6
Grade 3	14	1	-	-	-	-	1	-	16
Grade 2	31	1	-	-	2	-	1	-	35
Grade 1	5	1	1	1	-	-	-	-	8
Librarians	7	2	2	-	-	-	-	-	11
Other classifications	7	2	5	4	1	-	1	-	20
Total paid operative and inoperative staff	662	216	183	162	111	76	46	20	1 476
UNPAID INOPERATIVE STAFF	77	24	23	22	9	11	6	3	175
TOTAL STAFF AT 30 JUNE 1990	739	240	206	184	120	87	52	23	1 651

For footnotes see end of table.

TABLE 6.2 ABS STAFF EMPLOYED UNDER THE *PUBLIC SERVICE ACT 1922* BY LOCATION, SEX, AND CLASSIFICATION, AT 30 JUNE (a) (continued)

<i>Year and Classification</i>	<i>ACT</i>	<i>NSW</i>	<i>Vic</i>	<i>Qld</i>	<i>WA</i>	<i>SA</i>	<i>Tas</i>	<i>NT</i>	<i>Total</i>
	TOTAL								
	Number								
1989 -									
TOTAL STAFF AT 30 JUNE 1989	1 875	472	393	359	239	225	133	48	3 744
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	-	-	-	-	-	-	-	1
Senior Executive Service	31	1	1	1	1	1	-	-	36
Administrative Service Officer (c) -									
Class 8	55	4	4	4	3	3	1	1	75
Class 7	139	14	10	7	7	4	3	5	189
Class 6	287	29	34	21	16	15	15	1	418
Class 5	214	54	48	34	36	29	13	5	433
Class 4	188	66	59	36	35	45	18	9	456
Class 3	143	95	69	65	47	67	28	14	528
Class 2	160	101	71	68	28	28	19	9	484
Class 1	90	43	64	46	27	4	11	2	287
Computer Systems Officer -									
Grades 4 and 5	36	1	1	1	1	1	1	-	42
Grade 3	50	2	-	1	2	1	2	-	58
Grade 2	109	3	2	4	7	4	5	-	134
Grade 1	30	4	4	3	1	1	3	-	46
Librarians	9	2	2	-	-	-	-	-	13
Other classifications	27	5	11	4	1	-	1	1	50
Total paid operative and inoperative staff	1 569	424	380	295	212	203	120	47	3 250
UNPAID INOPERATIVE STAFF	155	46	37	32	24	18	12	4	328
TOTAL STAFF AT 30 JUNE 1990	1 724	470	417	327	236	221	132	51	3 578

(a) Includes, also, the Australian Statistician, who is a statutory office holder appointed under the *Australian Bureau of Statistics Act 1975*. Excludes unpaid operative staff (eg staff on leave without pay for periods of less than 12 weeks); the number of such staff is very small. Excludes, also, casual staff employed for short periods for population surveys. (b) Being paid at the classification shown at 30 June 1990. (c) Includes Research Officer classifications with same maximum salaries.

TABLE 6.3 ABS STAFF EMPLOYED UNDER THE *PUBLIC SERVICE ACT 1922* BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE (a)

Year and Classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
FULL-TIME EMPLOYEES									
1989 -									
TOTAL STAFF AT 30 JUNE 1989									
	1 947	1 467	3 414	64	117	181	2 011	1 584	3 595
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	..	1	1	..	1
Senior Executive Service	34	2	36	34	2	36
Administrative Service Officer (c) -									
Class 8	68	6	74	68	6	74
Class 7	151	36	187	151	36	187
Class 6	299	104	403	1	..	1	300	104	404
Class 5	285	135	420	1	..	1	286	135	421
Class 4	229	206	435	2	2	4	231	208	439
Class 3	220	284	504	6	8	14	226	292	518
Class 2	131	283	414	19	23	42	150	306	456
Class 1	41	115	156	19	82	101	60	197	257
Computer Systems Officer -									
Grades 4 and 5	36	5	41	36	5	41
Grade 3	42	13	55	42	13	55
Grade 2	97	28	125	97	28	125
Grade 1	37	7	44	1	..	1	38	7	45
Librarians	2	10	12	..	1	1	2	11	13
Other classifications	16	2	18	14	18	32	30	20	50
Total paid operative and inoperative staff	1 689	1 236	2 925	63	134	197	1 752	1 370	3 122
UNPAID INOPERATIVE STAFF	152	161	313	..	1	1	152	162	314
TOTAL STAFF AT 30 JUNE 1990	1 841	1 397	3 238	63	135	198	1 904	1 532	3 436
PART-TIME EMPLOYEES									
1989 -									
TOTAL STAFF AT 30 JUNE 1989									
	21	98	119	3	27	30	24	125	149
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician
Senior Executive Service
Administrative Service Officer (c) -									
Class 8	..	1	1	1	1
Class 7	1	1	2	1	1	2
Class 6	4	10	14	4	10	14
Class 5	4	6	10	1	1	2	5	7	12
Class 4	2	13	15	..	2	2	2	15	17
Class 3	3	7	10	3	7	10
Class 2	3	19	22	1	5	6	4	24	28
Class 1	1	12	13	..	17	17	1	29	30
Computer Systems Officer -									
Grades 4 and 5	..	1	1	1	1
Grade 3	..	3	3	3	3
Grade 2	2	7	9	2	7	9
Grade 1	..	1	1	1	1
Librarians
Other classifications
Total paid operative and inoperative staff	20	81	101	2	25	27	22	106	128
UNPAID INOPERATIVE STAFF	1	11	12	..	2	2	1	13	14
TOTAL STAFF AT 30 JUNE 1990	21	92	113	2	27	29	23	119	142

(a), (b) and (c) See footnotes to Table 6.2.

TABLE 6.3 ABS STAFF EMPLOYED UNDER THE PUBLIC SERVICE ACT 1922 BY EMPLOYMENT STATUS, SEX AND CLASSIFICATION, AT 30 JUNE (a) (continued)

Year and Classification	Permanent			Temporary			Total		
	Men	Women	Total	Men	Women	Total	Men	Women	Total
TOTAL									
1989 -									
Number									
TOTAL STAFF AT 30 JUNE 1989	1 968	1 565	3 533	67	144	211	2 035	1 709	3 744
1990 -									
PAID OPERATIVE AND INOPERATIVE STAFF (b) -									
Australian Statistician	1	..	1	1	..	1
Senior Executive Service	34	2	36	34	2	36
Administrative Service Officers (c) -									
Class 8	68	7	75	68	7	75
Class 7	152	37	189	152	37	189
Class 6	303	114	417	1	..	1	304	114	418
Class 5	289	141	430	2	1	3	291	142	433
Class 4	231	219	450	2	4	6	233	223	456
Class 3	223	291	514	6	8	14	229	299	528
Class 2	134	302	436	20	28	48	154	330	484
Class 1	42	127	169	19	99	118	61	226	287
Computer Systems Officer -									
Grades 4 and 5	36	6	42	36	6	42
Grade 3	42	16	58	42	16	58
Grade 2	99	35	134	99	35	134
Grade 1	37	8	45	1	..	1	38	8	46
Librarians	2	10	12	..	1	1	2	11	13
Other classifications	16	2	18	14	18	32	30	20	50
Total paid operative and inoperative staff	1 709	1 317	3 026	65	159	224	1 774	1 476	3 250
UNPAID INOPERATIVE STAFF	153	172	325	..	3	3	153	175	328
TOTAL STAFF AT 30 JUNE 1990	1 862	1 489	3 351	65	162	227	1 927	1 651	3 578

(a), (b) and (c) See footnotes to Table 6.2.

TABLE 6.4 ABS STAFF RESOURCES EMPLOYED UNDER THE CENSUS AND STATISTICS ACT 1905

Purpose	1988-89	1989-90
	Staff years	
Interviewer enumerated statistical collections (mainly household surveys)	216	220
Preparations for 1991 census of population and housing	1	2
Total	217	222

TABLE 6.5 ABS INTAKE AND SEPARATIONS OF PERMANENT STAFF, 1989-90

<i>Method of intake and Type of separation</i>	<i>SES</i>	<i>Non-SES</i>	<i>Total</i>
	<i>Number</i>		
<i>INTAKE -</i>			
Appointment -			
Graduate	..	106	106
Non-graduate	..	99	99
Promotion or transfer from outside the ABS	(a) ..	92	92
<i>Total intake</i>	..	297	297
<i>SEPARATIONS -</i>			
Promotion or transfer to outside the ABS	..	233	233
Resignation	..	210	210
Death	..	3	3
Retirement -			
Invalidity	..	10	10
Involuntary	..	3	3
Election by officer -			
Age 55-59 years	..	14	14
Age 60-64 years	..	6	6
<i>Total separations</i>	..	479	479

(a) During 1989-90, 1 substantive SES officer returned from a period of leave without pay (during which he held a post in an international organisation).

TABLE 6.6 ABS SENIOR EXECUTIVE SERVICE STAFF BY SALARY LEVEL, SEX AND LOCATION, AT 30 JUNE (a)

Year and Location	Salary band			Total		
	1	2	3	Men	Women	Total
Number						
1989 -						
Total at 30 June 1989	24	6	2	30	2	32
1990 -						
Australian Capital Territory	20	6	2	26	2	28
New South Wales	1	1	..	1
Victoria	1	1	..	1
Queensland	1	1	..	1
Western Australia	1	1	..	1
South Australia	1	1	..	1
Total at 30 June 1990	25	6	2	31	2	33

(a) Operative substantive SES staff only.

TABLE 6.7 ABS SENIOR EXECUTIVE SERVICE, PROMOTIONS, 1989-90

There were no promotions to or within the SES in 1989-90

TABLE 6.8 ABS SENIOR EXECUTIVE SERVICE FULL-TIME STAFF BY SALARY LEVEL, AGE GROUP AND LENGTH OF SERVICE, AT 30 JUNE 1990 (a)

Age group and Length of service	Salary band		
	1	2-3	Total
	Number		
AGE GROUP (YEARS) -			
Under 35
35-39	3	..	3
40-44	10	3	13
45-49	8	2	10
50-54	2	2	4
55-59	2	1	3
60 and over
LENGTH OF SERVICE (YEARS) -			
Under 5	1	..	1
5 and under 10	1	..	1
10 and under 15	1	..	1
15 and under 20	4	2	6
20 and under 30	11	3	14
30 and over	7	3	10
Total	25	8	33

(a) Operative substantive SES staff only.

Appendix 7 INDUSTRIAL DEMOCRACY IN THE ABS

The ABS believes that encouraging all staff to participate in decision making on matters affecting their working lives will lead to better informed decision making, improved staff morale and greater commitment from staff. It will also generally enrich the working lives of staff at all levels within the ABS.

Further, the ABS recognises that it must accept responsibility for developing, implementing and monitoring the effectiveness of arrangements which promote the meaningful participation of all members of the organisation in corporate activity.

It is therefore ABS policy to ensure that the necessary conditions and opportunities exist for the involvement of staff and their representatives in the management of ABS activities.

Industrial democracy plan status

The first industrial democracy (ID) plan for the ABS was developed in consultation with staff unions and was approved by the ABS National Consultative Council in October 1986. This plan is being extensively revised, and the revised plan will be issued to all staff as the ID plan for the 2-year period 1991-1992 by the end of 1990.

Implementation of the ID plan is among the strategies specified in the ABS corporate plan.

The major ID initiative in 1989-90 was the continued implementation of a program of participative work design (for further details see page 67). This program, which will directly involve every member of staff, is well advanced and scheduled for completion by June 1991.

During 1989-90 efforts continued to raise the general awareness by staff of ID and to educate staff at all levels in the principles and practices of ID.

Consultative mechanisms

The structure of formal consultation forums in the ABS is illustrated by the following diagram. Each council and subcommittee shown has both management and Public Sector Union (PSU) representation.

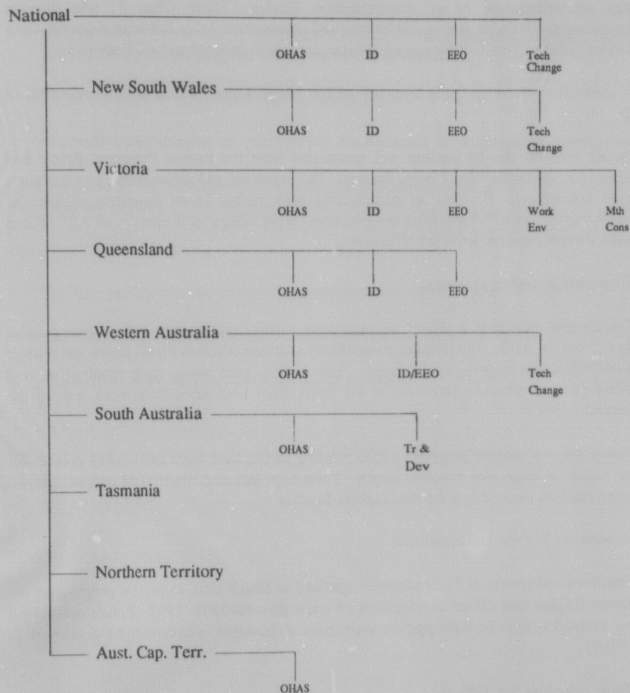
In addition, there is a national implementation committee which is responsible for overseeing implementation of the participative work design program. This committee is supported by local negotiating forums in each ABS office. As in the ID councils, all of these groups have both management and PSU representation.

The consultative mechanisms have proved useful in discussing a wide range of issues of interest to both management and the PSU.

STRUCTURE FOR CONSULTATION BETWEEN ABS MANAGEMENT AND STAFF UNIONS

Consultative Councils

Subcommittees



Key:	OHAS	-	Occupational Health and Safety
	ID	-	Industrial Democracy
	EEO	-	Equal Employment Opportunity
	Tech Change	-	Technological Change
	Work Env	-	Working Environment
	Mth Cons	-	Monthly Management-Union Consultation
	Tr & Dev	-	Training and Development

Resources

The senior executive responsible for ID in the ABS is the First Assistant Statistician (Senior Executive Band 2), Coordination and Management Division.

In Central Office, the coordination, implementation and monitoring activities under the ID plan are undertaken by an Administrative Service Officer Class 7, who devotes approximately 50% of time to ID issues, and is supported by a full-time Administrative Service Officer Class 6. Their responsibilities cover both national and ACT activities.

In each other office there is at least one officer whose duties include local coordination of ID.

During 1989-90 the ID function was transferred from the former Personnel Policy and Health Section to the Work Design Section. This organisational arrangement provides for a more concentrated ID focus as participative work design is an important vehicle for promoting the use of ID principles and practices. Work design facilitators in all ABS offices make a major contribution to the ID process.

Corporate planning processes

Considerable emphasis is placed on promoting a participative approach to management throughout the ABS. This includes a mandatory selection criterion for all senior and middle management and supervisory positions. This leads to staff being more involved in, and contributing to, planning processes at all levels, from their immediate work area to the corporate level.

During the year several joint ABS / PSU working parties have been established to consider and report on important corporate issues. These have included the trial of national project centres and the depooling of the data capture function.

Monitoring, review and evaluation

A national conference of ID coordinators was held in March 1990 to review progress on the current ID plan and discuss development of a new plan for 1991-1992. Future monitoring and evaluation will be made against a program of activities which will be developed in 1990-91.

Major priorities for 1989-90

The major priorities for 1989-90 were:

- Continued implementation of the work design program.
- Development and implementation of a forward work program for ID.

Significant achievements in 1989-90

Significant achievements for the year were:

- Substantial progress on implementing the 3-year program of participative work design. The program is about 6 months ahead of schedule in most offices.
- Development of a forward work program for ID in each State and Territory Office. Implementation of the program was commenced in each Office.
- Development of new strategies for inclusion in the new ID plan.
- Increased concentration on participative management in management development programs.

Priorities for 1990-91

Priorities for 1990-91 are:

- Drafting, publication and progress on implementation of the ID plan for 1991-1992.
- Development and implementation of local strategies to support the ID plan.
- Completion of the participative work design program.

Appendix 8 EQUAL EMPLOYMENT OPPORTUNITY IN THE ABS

Program status

The ABS is committed to the principle of equality of opportunity in all employment matters.

Pursuit of an equal employment opportunity (EEO) program is a specific strategy in the corporate plan.

The EEO program was approved by the former Public Service Board in March 1987. It is currently being revised as required under section 22B of the *Public Service Act 1922* and to more effectively meet operational needs. It is expected that the new program will be released in January 1991.

Implementation of the current program continued during 1989-90. Major activities included awareness raising and training, review and implementation of changes to personnel administration and development of tools for more effective monitoring and evaluation.

Resources

During 1989-90 the EEO function was relocated within the Personnel Management Branch from the former Personnel Policy and Health Section to the Work Design Section. This organisational arrangement provides for a more concentrated EEO focus, linking into the implementation of the integrated office structure through the participative work design process, itself an important EEO initiative.

1989-90 also saw an injection of additional staff resources to the function.

The senior executive responsible for EEO in the ABS is the First Assistant Statistician (Senior Executive Band 2), Coordination and Management Division. The national EEO coordinator is an Administrative Service Officer Class 7 and is supported on a full-time basis by 2 Administrative Service Officers Class 6. Their responsibility covers national coordination as well as all matters within Central Office.

In each ABS State and Territory Office there is at least 1 officer who has EEO implementation and coordination responsibilities. In addition to primary EEO responsibilities, resources in each Office are dedicated to closely related activities such as participative work design and personnel development.

Consultative mechanisms

The ABS has a National EEO Subcommittee which reports to the ABS National Consultative Council. The National Subcommittee met twice during 1989-90.

In the Australian Capital Territory, and in the State and Northern Territory Offices, EEO issues are addressed through local EEO subcommittees or as a standing agenda item for the local Consultative Councils.

EEO data base

The ABS has maintained a separate EEO data base since early in 1987. Information on the data base is collected from staff on a voluntary basis and personal information is regarded as strictly "in confidence". As at 30 June 1990 the data base included information on 87.0% of ABS staff.

It is proposed that information on the current data base (including 3 years' historical data) will be progressively installed into the new computerised personnel system (RAINBOW) over the next 2 years. This will provide for more ready access to a wider range of EEO reports.

Statistical information

The following table provides detailed statistics for EEO target groups within the ABS. The figures include both operative and inoperative staff.

REPRESENTATION OF EEO GROUPS FOR ABS STAFF AT 30 JUNE 1990

Salary range	Total staff	Women	NESB1	NESB2	PWD	ATSI	Staff with EEO data
\$22 070 and below (includes Administrative Service Officer Class 1)	(377) (72.9%	275 8.0%	30 8.0%	30 8.0%	30 8.0%	8 2.1%	301 79.1%
\$22 071 to \$25 060 (includes Administrative Service Officer Class 2)	(535) (66.9%	358 8.4%	45 9.1%	49 8.0%	43 8.0%	5 0.9%	481 89.7%
\$25 061 to \$27 780 (includes Administrative Service Officer Class 3)	(567) (57.5%	326 5.1%	29 10.1%	57 7.4%	42 7.4%	2 0.4%	531 86.1%
\$27 781 to \$31 150 (includes Administrative Service Officer Class 4)	(514) (51.0%	262 7.4%	38 8.8%	45 3.7%	19 3.7%	--	433 87.9%
\$31 151 to \$33 930 (includes Administrative Service Officer Class 5)	(530) (31.5%	164 7.3%	38 8.7%	45 4.2%	22 4.2%	--	440 88.1%
\$33 931 to \$39 700 (includes Administrative Service Officer Class 6)	(616) (29.2%	180 5.7%	35 8.8%	54 6.2%	38 6.2%	1 0.2%	549 89.1%
\$39 701 to \$42 327 (includes Administrative Service Officer Class 7)	(281) (24.9%	70 5.7%	16 6.4%	18 6.0%	17 6.0%	--	253 90.0%
\$42 328 to \$55 998 (includes Administrative Service Officer Class 8)	(131) (10.7%	14 3.8%	5 3.8%	5 3.8%	5 3.8%	--	112 85.5%
\$55 999 and above (includes Senior Executive Service)	(37) (5.4%	2 5.4%	2 5.4%	--	3 8.1%	--	33 89.2%
Total	(3 578) (46.1%	1 651 6.7%	238 8.5%	303 6.1%	219 6.1%	16 0.4%	3 112 87.0%

Notes: EEO target groups are not mutually exclusive and any individual officer may be included in more than one group.
Percentages are based on total staff.
Salary groupings are based on maximum salary for a classification.

Key: NESB1 - People with non-English speaking backgrounds, first generation
NESB2 - People with non-English speaking backgrounds, second generation
PWD - People with disabilities
ATSI - Aboriginals and Torres Strait Islanders

Overall staff numbers dropped in the last year and there was a reduction in the representation of some target groups. People from non-English speaking backgrounds, first (NESB1) and second (NESB2) generation, represented 15.2% of staff at 30 June 1990 (15.8% at 30 June 1989) and people with disabilities (PWD) represented 6.1% (6.5% at 30 June 1989). These declines are not considered to be significant but were, nevertheless, unexpected. They are currently being investigated to identify any underlying problems.

The overall representation of women rose from 45.6% at 30 June 1989 to 46.1% at 30 June 1990. Despite the overall drop in staff numbers from 30 June 1989, the retention rate was higher for women than for men. Women continue to show a concentration in the lower levels. However, gains in the percentage represented in the middle to senior management levels have been made.

The representation of Aboriginals and Torres Strait Islanders (ATSI) remained at 0.4%.

The following table shows progression rates from 1987 to 1990 for permanent Administrative Service Officer staff who were in the ABS at 30 June 1987, with separate details for women and men.

PROGRESSION RATES FOR WOMEN AND MEN, 1987 TO 1990 : PERMANENT ADMINISTRATIVE SERVICE OFFICER STAFF (a) IN ABS AT 30 JUNE 1987 AND CURRENTLY STILL IN AUSTRALIAN PUBLIC SERVICE

<i>Classification (b) at 30 June 1987 and Gender</i>	<i>Number of staff at 30 June 1987</i>	<i>Number subsequently promoted within Australian Public Service</i>	
Classes 1 to 3 -			
Women	907	314	(34.6%)
Men	586	218	(37.2%)
Classes 4 to 6 -			
Women	273	87	(31.9%)
Men	689	157	(22.8%)
Classes 7 and 8 -			
Women	28	3	(10.7%)
Men	187	32	(17.1%)

(a) More specifically, staff in classifications which were incorporated into the current Administrative Service Officer classifications. (b) Administrative Service Officer equivalent.

Source: Department of Finance, Continuous Record of Personnel (CRP). These figures vary from those derived from the ABS Nomad Personnel System. Implementation of the Rainbow Personnel System over the next two years will obviate reliance on the CRP and eliminate inconsistencies of this type.

From this table it can be seen that of those permanent staff in the ABS at 30 June 1987 in classifications equivalent to the current Administrative Service Officer classifications who currently remain in the Australian Public Service, approximately the same proportion of women has been promoted as men in each of the 3 ranges of classifications shown in the table. The figures show a slightly higher rate of promotion of men in the lower and higher classifications and of women in the middle classifications, but these differences are not statistically significant.

Major priorities for 1989-90

The major priorities for 1989-90 were:

- Thorough review of the EEO plan and development of practical and attainable actions.
- Implementation of strategies to increase EEO awareness and practice throughout the ABS.

- Implementation of a strategy (known as the "fair go" strategy) to ensure equity for all staff.
- Maintenance and, if possible, further development of training programs for EEO target group staff.

Monitoring and evaluation

A system of quarterly EEO management reports for each ABS office operated for all of 1989-90. These reports are assessed both locally and at the national level.

Since the beginning of the 1990 calendar year these reports have been aggregated and provided to the Minister Assisting the Treasurer.

The ABS EEO data base, and the continuous record of personnel which is administered by the Department of Finance, also provide EEO data for analysis and evaluation.

During the latter part of 1989-90 a system for monitoring information on EEO target groups in staff selection processes was introduced.

Significant achievements in 1989-90

The major achievements in 1989-90, not covered elsewhere in this Appendix, are:

- Increased emphasis on EEO in selecting people to fill management and supervisory positions.
- A higher profile for EEO in participative work design, induction and staff development programs.
- Networks of trained sexual harassment contact officers as readily available points of contact for any staff members involved in complaints of sexual harassment. A strong emphasis is placed on conciliation at an informal level.
- Extensive training of managers on dealing with sexual harassment in the workplace.
- Continued funding and acquisition of special equipment for staff with disabilities. During 1989-90, 5 staff with various disabilities were assisted in this way.
- Implementation of a "fair go" recruitment strategy which aims to ensure that all parties in selection processes are aware of EEO issues in relation to merit-based selection.
- Conduct of various language training programs for people from non-English speaking backgrounds.

Further Steps Forward – EEO into the 1990s

The Government's commitment to EEO is reflected in a new strategy called "Further Steps Forward – EEO into the 1990s". The strategy, which seeks "real achievement", has the following 4 elements, all of which are high priorities in the ABS:

- Ministerial responsibility – Quarterly reports on the status of the EEO program are provided to the Minister Assisting the Treasurer.
- Management awareness – Various strategies are being implemented to ensure that ABS managers at all levels are aware of the importance of EEO in their performance as managers and of their responsibility to achieve results.
- Regional focus – Limited resources, particularly in smaller ABS offices, make it important to undertake EEO initiatives in cooperation with other agencies. The ABS is redoubling efforts to extend and maximise the benefits of such arrangements.
- Strategic plan – A strategic plan for EEO into the 1990s is being developed by the Public Service Commission in consultation with a wide spectrum of interest groups. The ABS is contributing to the plan.

Priorities for 1991–1992

The priorities for the 2-year period 1991–1992 are:

- Pursuit of each element of the 4-part strategy "Further Steps Forward – EEO into the 1990s".
- Completion and issue of a revised EEO program.
- Increasing of awareness among managers and supervisors of their EEO responsibilities.
- Specification and acceptance testing of EEO requirements for the new computerised personnel system (RAINBOW).
- Increasing the number of Aboriginals and Torres Strait Islanders in the ABS and helping them to compete successfully for promotion.

Further information

Further information on the ABS EEO program can be obtained from the EEO coordinator located in the Work Design Section, Australian Bureau of Statistics, P.O. Box 10, Belconnen, ACT 2616.

Appendix 9 **FREEDOM OF INFORMATION STATEMENT**

As required by section 8 of the *Freedom of Information Act 1982*, the following statement is given about the structure of the ABS and how members of the public can gain access to information held by it.

ABS establishment, organisation and functions

See pages 13 to 17 of this Report.

Powers

The decision making powers of the ABS and other powers associated with the discharge of its functions affecting members of the public are: the power to collect statistics including the power to appoint agents to ask or require persons to provide information, and to enter into premises other than private accommodation for the purpose of collecting statistics; the power to initiate prosecutions against persons failing to supply information; and the power to publish statistics and release information.

Consultative arrangements

See the references to the Australian Statistics Advisory Council (ASAC) and the annual Conference of Statisticians on page 15 of this Report.

Categories of documents

Documents open to public access upon payment of a fee – the ABS does not hold these types of document.

Documents available for purchase or customarily available free of charge – see pages 28 to 34 of this Report.

Other documents –

Government and Parliament: various policy-related documents; ministerial briefings; ministerial correspondence; replies to parliamentary questions; and tabling documents.

Conferences etc: agenda papers, submissions, and records of proceedings of internal and external conferences, management meetings, workshops etc.

Statistical and statistical service projects: research, development and evaluation papers; records of consultations with suppliers and users of data; statistical classifications; lists of businesses etc; maps; data collection, processing and publication manuals and instructions; mailing lists; statistical returns; and statistical data holdings.

Administration and management: work program and planning documents; finance, staff and establishment papers and manuals; personnel files; files relating to recruitment, selection and promotion of staff; staff development and training papers; office services documents; and tenders.

Privacy: a record of the extent and nature of the ABS's holdings of personal information, as contained in the *Personal Information Digest* published by the Privacy Commissioner.

General: correspondence, papers etc filed by subject; manuals on more general subjects; reviews and administrative circulars.

Where to get information

The ABS offers an initial contact point, for all requests for access to documents and information, by means of a central information service located within an Information Services Section in each of the ABS Central and regional offices, as listed below:

Australian Capital Territory (Central Office)

Telephone: (06) 252 6627
Facsimile: (06) 253 1404
Mail: PO Box 10, Belconnen ACT 2616
Counter: ABS Bookshop, Ground Floor (Gb Level), Unit 5, Cameron Offices, Chandler Street, Belconnen

New South Wales

Telephone: (02) 268 4611
Facsimile: (02) 264 7527
Mail: GPO Box 796, Sydney NSW 2001
Counter: 3rd Floor, St Andrew's House, Sydney Square, Sydney

Victoria

Telephone: (03) 615 7000
Facsimile: (03) 615 7798
Mail: GPO Box 2796Y, Melbourne VIC 3001
Counter: Level 5, North Tower, Rialto, 525 Collins Street, Melbourne

Queensland

Telephone: (07) 222 6351
Facsimile: (07) 229 6042
Mail: GPO Box 9817, Brisbane QLD 4001
Counter: 20th Floor, 313 Adelaide Street, Brisbane

Western Australia

Telephone: (09) 323 5140
Facsimile: (09) 221 2374
Mail: GPO Box K881, Perth WA 6001
Counter: Level 1, Hyatt Centre, 30 Terrace Road, East Perth

South Australia

Telephone: (08) 237 7100
Facsimile: (08) 237 7566
Mail: GPO Box 2272, Adelaide SA 5001
Counter: Ground Floor, 41 Currie Street, Adelaide

Tasmania

Telephone: (002) 20 5800
Facsimile: (002) 34 6237
Mail: GPO Box 66A, Hobart TAS 7001
Counter: 1st Floor, 175 Collins Street, Hobart

Northern Territory

Telephone: (089) 81 3456
Facsimile: (089) 81 1218
Mail: GPO Box 3796, Darwin NT 0801
Counter: 6th Floor, MLC Building, 81 Smith Street, Darwin

Freedom of information inquiries

All inquiries concerning access to documents under the *Freedom of Information Act 1982* may be directed on weekdays, between 8.30 am and 4.30 pm to the First Assistant Statistician, Coordination and Management Division, Australian Bureau of Statistics, Room 4a608, Cameron Offices, Chandler Street, Belconnen, ACT 2617, telephone (06) 252 6052.

Freedom of Information Act 1982 – ABS activities during 1989-90

Facilitating access to available statistical information, subject to the confidentiality provisions of the *Census and Statistics Act 1905*, is a major function of the ABS and application of the provisions of the *Freedom of Information (FOI) Act 1982* within the ABS needs to be viewed against that background. The following table provides details of FOI activities during the years 1985-86 to 1989-90 inclusive.

FOI ACTIVITIES, 1985-86 TO 1989-90

	1985-86	1986-87	1987-88	1988-89	1989-90
	Number				
Requests received -					
For statistical information	15	9	1	1	2
For personal papers	3	3	..	1	..
For administrative documents	5	6	1	5	..
<i>Total</i>	<i>23</i>	<i>18</i>	<i>2</i>	<i>7</i>	<i>2</i>
Decisions made -					
Access granted in full	7	9	1	2	1
Access granted in part	7	5	1	1	..
Request transferred to another agency	2
Request withdrawn	3	3	..	3	1
Access refused (a)	1	1	1
Documents not in existence	1
<i>Total</i>	<i>21</i>	<i>18</i>	<i>2</i>	<i>6</i>	<i>3</i>
Decisions outstanding at end of year	3	1	..
Review of decisions by principal officer -					
Decision upheld	2
<i>Total</i>	<i>2</i>	<i>..</i>	<i>..</i>	<i>..</i>	<i>..</i>
Appeals to Administrative Appeals Tribunal -					
Appeal disallowed	1
<i>Total</i>	<i>1</i>	<i>..</i>	<i>..</i>	<i>..</i>	<i>..</i>

(a) In accordance with the provisions of sections 38, 40, 41, 42, 43 and 45 of the *Freedom of Information Act 1982*

The average time taken to respond to requests in 1989-90 was 17 days and a total of \$30.00 was collected in fees and charges.

Comprehensive information on the Act has been supplied to all ABS staff. Responsibility for matters relating to the operation of the *Freedom of Information Act 1982* within the ABS is exercised by the Coordination and Management Division in Canberra, and authority for decision-making under the Act has been delegated to the First Assistant Statistician (a Senior Executive, Band 2) in charge of that Division. Officers of the Division have attended meetings of the FOI Practitioners' Forum and training courses run by the Attorney-General's Department.

Implementing the provisions of the *Freedom of Information Act 1982* during 1989-90 required less than one staff year of effort.

Appendix 10 ACTION TAKEN ON SHORTCOMINGS REPORTED BY THE AUDITOR-GENERAL

The action indicated below was taken in 1989-90 in response to shortcomings in financial or administrative matters in the ABS reported by the Auditor-General.

<i>Shortcoming identified</i>	<i>ABS response</i>	<i>Subsequent action taken by ABS</i>
-------------------------------	---------------------	---------------------------------------

FROM AUDITOR-GENERAL'S REPORT, APRIL 1989 -

Classification and storage of commercially and personally sensitive information.

Consideration would be given to implementing the proposed classifications when the Attorney-General's Department has completed the revision of the Commonwealth Protective Security Manual. The Audit Office was advised that the Bureau considers all ABS information to be classified by virtue of the *Census and Statistics Act 1905*. It has extensive guidelines and directives governing the release of commercially and personally sensitive information.

Adoption of the proposed classification and storage guidelines awaits publication of the revised Commonwealth Protective Security Manual.

Building security, Hobart Office and other ABS State and Territory Offices.

A major security upgrade program had begun but was unable to be completed until more funds and resources were available.

Security upgrading of all ABS offices is being undertaken during 1989-90 and 1990-91. Some building security is complete; tenders are being called by ACS for upgrading in remaining offices.

FROM AUDITOR-GENERAL'S REPORT NO. 31, MAY 1990 -

Weaknesses in WA protective security:

- Failure to implement recommendations of 1988 security review.

Non-implementation due to lack of appropriate funding at the time.

Funds are available in 1990-91. Specifications have been developed and ACS is to call tenders for the upgrading of physical security.

<i>Shortcoming identified</i>	<i>ABS response</i>	<i>Subsequent action taken by ABS</i>
- Lack of proper documented security policy.	Draft security manual provided to all offices.	Finalisation of manual awaiting revision of the Commonwealth Protective Security Manual.
- Inadequate training of staff responsible for security functions.	Formal training will be given in 1990.	Officers are booked on courses in September and October.
- Inadequacies in some information storage procedures.	Will be finalised in 1990.	Some procedures have been improved with the balance to be undertaken in conjunction with the upgrade of physical security.
Delays leading to dead rent in Rialto building (Melbourne) during fit-out in 1986-1987.	Broad planning occurred in relation to this and some other possible buildings that the ABS might move into. Detailed planning of fit-out commenced as soon as Rialto accommodation was confirmed. At no stage was fit-out held up because of delays in ABS design specifications.	Many of the contributing factors have been addressed in recent government reforms to property management.

FROM AUDITOR-GENERAL'S REPORT NO. 32, MAY 1990 -

An unqualified report on 1988-89 financial statements was provided, but some control weaknesses in salary processing and attendance and leave records were referred to the ABS for attention.	Remedial action was taken or proposed.	Necessary checks now being undertaken. Revised instructions on attendance and leave certification issued.
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Appendix 11 DOCUMENTS TABLED IN PARLIAMENT, 1989-90

Proposals for collection of statistical information

In accordance with section 6 of the *Australian Bureau of Statistics Act 1975*, the following proposals for collection of additional information for statistical purposes were tabled in both Houses of Parliament during 1989-90.

<i>Date tabled (a)</i>	<i>Statistical collection (b)</i>
4 September 1989	<p>Supplementary survey of construction industry 1988-89.</p> <p>Survey of economic activity.</p> <p>Quarterly survey of manufacturing production.</p> <p>Survey of domestic energy use, New South Wales.</p> <p>Survey of sports participation, Victoria.</p> <p>Survey of intrastate travel by Queensland households, Queensland.</p> <p>Survey of bicycle usage and safety, Western Australia.</p> <p>Survey of domestic heating and firewood usage, South Australia.</p> <p>Survey of community attitudes to, and awareness of, emergency services, Tasmania.</p>
29 September 1989	<p>Survey of retirement and retirement intentions.</p> <p>Survey of interstate road freight movements.</p> <p>Survey of company profits.</p> <p>Survey of interest and royalties, 1988-89.</p>
31 October 1989	<p>Statistics of poultry slaughtering establishments.</p>
27 November 1989	<p>Monthly survey of tourist accommodation.</p> <p>Statistics of interstate trade transactions, Western Australia.</p>
28 November 1989	<p>Wool brokers and dealers sales, receivals and stocks collection.</p> <p>Survey of foreign investment.</p>
8 May 1990	<p>Survey of employee earnings and hours.</p> <p>Survey of health insurance.</p> <p>Survey of trade union members.</p> <p>Survey of textile, clothing, footwear and leather manufacturers.</p> <p>Survey of retail food prices in country towns.</p> <p>Survey of job search experience of unemployed persons.</p> <p>Survey of successful and unsuccessful job search experience.</p> <p>Survey of stocks of unsold wool.</p> <p>Census of livestock slaughtering establishments.</p> <p>Census of manufacturing establishments and enterprises.</p> <p>Survey of fish buyers, Western Australia.</p> <p>Census of pre-schools and child care centres, Queensland.</p> <p>Census of wine and brandy production and stocks.</p>

For footnotes see end of table.

<i>Date tabled (a)</i>	<i>Statistical collection (b)</i>
16 May 1990	Economic activity survey. Survey of business registrations.

(a) If the proposal was tabled on different dates in the 2 Houses of Parliament, the earlier of the 2 dates is shown. (b) Unless otherwise indicated by the title, the statistical collection is a national project.

Disclosure of lists of names and addresses

In accordance with clause 6 of the Determination (Statutory Rules 1983 No. 19) made under section 13 of the *Census and Statistics Act 1905*, details of the following disclosures of lists of names, addresses and other information to the specified department or authority were tabled in both Houses of Parliament in 1989-90.

<i>Date tabled (a)</i>	<i>Information released</i>
27 November 1989	Names and addresses of agricultural establishments, to Australian Meat and Livestock Corporation.
29 November 1989	Names and addresses of agricultural establishments, to Australian Bureau of Agricultural and Resource Economics.

(a) If the proposal was tabled on different dates in the 2 Houses of Parliament, the earlier of the 2 dates is shown.

Appendix 12 EXTERNAL CONSULTANTS, 1989-90

	<i>Expenditure</i>
	\$
PUBLIC RELATIONS, PUBLICATIONS AND MARKETING	
<i>Consultants are used to supply specialist services, such as video production, researching, writing and designing promotional material and media liaison and awareness training, that cannot be supported on a full-time basis by the ABS.</i>	
Capital Public Affairs Consultants	
· Provision of editorial services for Census Household Booklet and ABS News	28 504
· Provision of general public relations advice	3 700
Co-Communication Pty Ltd	
· Promotion of Information Services Consultancy Service	12 375
· Provision of Promotional Recorded Message services	4 650
Elliott and Shanahan	
· Provision of consultancy services relating to communications research for 1991 Census	15 000
· Study of community attitudes for 1991 Census	36 000
Bill Goff	
· Provision of editorial services for Statistics Weekly	8 390
Hero Communications Pty Ltd	
· Direct marketing campaign for new publication - Statistics Weekly	36 400
Professional Public Relations Canberra Pty Ltd	
· Development and preparation of the Statistics at Work in Commerce Booklet	4 114
Reark Research Pty Ltd	
· Research Household Expenditure Survey market	15 354
· Provision of market research on private business sector attitudes towards ABS and the information market	76 000
· Provision of concept testing of a number of proposed advertising endlines	7 000
· Provision of technical advice for the Balance of Payments Information Transmission project	2 760
Dr John Taylor	
· Provision of commentary for Aboriginal People in the Northern Territory publication	5 500
Technology Australia Pty Ltd	
· Provision of consultancy services for Services Industries Survey	7 545
Tumbull Fox Phillip	
· Provision of consultancy services for 1989-90 National Health Survey	26 642

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TRAINING

Consultants are engaged to conduct training presentations for ABS staff where insufficient expertise exists within ABS to provide the training, and for presentation of sessions by experts in specialist fields.

Adelaide College of TAFE	
· Making Organisational Change Work for You course	2 400
Bentley Kehoe Consultancy Group	
· Client Servicing and Sales Techniques	2 340
Coopers and Lybrand - Canberra	
· Preparation and presentation of an accounting training package	9 900
CSIRO, Division of Mathematics Statistics	
· Presentation of quality control course for National Project Centre managers	5 018
Customer Satisfaction Pty Ltd	
· Marketing Plans for middle and senior management	2 000
Deaf World Program Unit	
· Deaf Workshop	238
Huston Consulting Group	
· Teams Management Workshops	6 000
· Training participative work design facilitators	3 750
IBM Australia Ltd	
· Marketing Education courses	67 980
Integra	
· Assistance with Central Information Services workshop	700
Judith Bowler and Associates	
· Assistance with senior management program	3 400
· Assistance with work design courses	3 000
Rosemary Kelly	
· Coping with Change course	400
Mark Palton and Sons	
· Professional Selling and Market Research Techniques	1 500
Mira Consultants	
· Occupational health and safety training	350

	<i>Expenditure</i>
	\$
Martin Lo Monaco	
· Management Communication seminar	500
National Safety Council of Australia	
· Occupational health and safety seminars	2 100
Noga Consultants	
· Assistance with management and team development courses	27 778
Northern Metropolitan College of TAFE (Preston)	
· Counselling for Managers course	3 500
Performance Development Corp Change Architects	
· Executive Participative Work Design	4 300
Phillip Institute of Consulting Services Ltd	
· Program Monitoring and Evaluation course	3 764
Wendy Russell	
· Language Skills	398
Shoeshang Faire Consultancy	
· Making Meetings Work course	1 000
Rob Sproule	
· Participative work design course	5 500
Techsearch	
· Marketing Plans course	1 600
· Professional Report Presentation courses	1 800
Tony Norquay and Associates	
· Office Structures Review program	1 300
Training Service Australia	
· Presentation Skills course	3 000
Victorian Deaf Society	
· Deaf Interpretation Service	949
· Deaf Signing classes	600
Workplace Resource Centre	
· Executive Participative Work Design	500

\$

OTHER GENERAL CONSULTANCIES

Consultants are used to provide expert advice and impartial review of ABS performance in specific areas of management and statistical operations.

Curtin University of Technology	
· Development of Work Evaluation Survey	3 000
Lingua Set Communications	
· Translation of report	1 635
O&O Systems Pty Ltd	
· Design and development of the ABS Finance and Revenue systems	87 548
Rainbow Software Pty Ltd	
· Provision of advice in relation to ABS computing configurations	114 355
Vocational Health Services Pty Ltd	
· Provision of Ergonomist/Occupational Therapist services	10 212
Walteka Pty Ltd	
· Work Evaluation Survey evaluation	5 000

Appendix 13 SOCIAL JUSTICE AND ACCESS AND EQUITY

The ABS is committed to the Government's strategies of *social justice* and *access and equity*. These 2 strategies are closely related.

Social justice strategy

The social justice strategy aims to achieve, for all Australians:

- Access – Fair and equal access to government programs.
- Equity – Fairness in the distribution of economic resources.
- Participation – Opportunity to participate in personal development, community life and decision-making.
- Equality – Equal civil, legal and industrial rights.

Under the strategy, social impacts of programs are identified. These can be both long term and immediate, and direct and indirect. How people are affected depends on things like social-economic status, age, gender, language, race, location and disability. Improvements in social impact are pursued through active examination of ways of making programs more accessible and equitable.

Access and equity strategy

The access and equity strategy has the objective of ensuring that all Australians – regardless of first language, birthplace, religion, race or cultural heritage – enjoy the same rights and opportunities. Under this strategy, programs are designed and delivered in ways which reflect the needs, characteristics and circumstances of their intended clients, so that access and equitable entitlement are assured.

ABS support

The ABS supports social justice and access and equity through provision of statistics needed by government and community groups for development and monitoring of strategies to achieve social justice and access and equity objectives. The ABS also takes steps to overcome linguistic and cultural barriers in the collection of data.

Over the years the ABS has been very conscious of social justice and access and equity issues, and has a good record of meeting social justice and access and equity needs. It is proposed that social justice and access and equity considerations should now be more formally taken into account in the ABS corporate plan, which is currently being updated, and in future editions of the ABS 3-year forward work program, which is updated annually.

During 1989-90 the ABS prepared an access and equity plan to be included in an overall statement of access and equity activities in the Treasurer's portfolio, which is expected to be published before the end of 1990.

Barriers

Barriers to access and equity potentially exist in the following aspects of ABS activities:

- In determination of the work program – Access and equity considerations require that government and community groups involved in development and monitoring of strategies to achieve access and equity objectives be consulted in determination of the work program, so that their needs for statistics and the benefits of statistics for their work will be recognised. This is done as a matter of course for relevant program elements through ongoing contact which each of the ABS subject matter units maintains with suppliers of data and users of statistics, and will occur particularly at times when the ABS is reviewing its activities in a particular field of statistics or is developing a new statistical collection. It is considered that this procedure is working satisfactorily and that it currently does not involve any barriers to access and equity.
- In collection of statistical data – Barriers to access and equity in relation to collection of statistical data are self-identifying, in that responses will not be forthcoming, will be incomplete or will be otherwise inadequate, from persons included in statistical collections who, for linguistic or cultural reasons, are unable to understand a request for data or to supply data. Prior to conduct of a collection, considerable effort is put into designing questionnaires or interview approaches so that they can be easily understood and responded to. Difficulties would generally be identified and overcome at that stage. Access and equity considerations require that the ABS advises respondents in languages other than English, when appropriate, of requests to provide data, and, where necessary, to make arrangements for interpretation to assist respondents to provide data. The ABS has taken steps of this kind in the past, and will continue to do so in the future when reviewing procedures for existing collections and when developing new collections.
- In dissemination of statistics – Barriers to access and equity could arise if statistics are not presented in a manner which is suitable for supporting developments and maintenance of strategies to achieve access and equity objectives or if potential users of statistics are not aware of their availability. To avoid these problems the ABS marketing plan specifies, in relation to new product development, that "The needs of government and community groups for statistics to support the development and maintenance of strategies to achieve ... 'Access and Equity' objectives ... should be taken into account in the formulation of proposals for new products", and, in relation to promotional activities, that "In appropriate cases, to assist in achieving 'Access and Equity' objectives as well as maximum market coverage, special attention will be given in the promotion of products and services to ensure that they are made known to people and community groups with non-English speaking backgrounds".
- In relation to employment opportunity – The ABS is committed to the principle of equality of opportunity in all matters related to employment of its staff, and has an equal employment opportunity (EEO) program. Barriers to access and equity in relation to employment opportunity are addressed in that program. Details of activities directed towards EEO in the ABS are given in Appendix 8.

- In relation to awareness by ABS staff of access and equity requirements – Barriers to access and equity can arise if staff are not aware of access and equity issues. Steps will be taken to improve the awareness by staff of access and equity issues, particularly through personnel development activities. Attention will be given to access and equity considerations in training of staff to achieve a greater understanding and awareness of ABS clients and their needs.

Action taken

The more significant action taken by the ABS during 1989-90 to support or enhance social justice and access and equity is noted below. Many of the activities have already been mentioned elsewhere in this Report. Activities to promote EEO are fully covered in Appendix 8 and are not repeated here.

Publications released during the year of particular interest in relation to social justice and access and equity include the following:

- *Older People in Victoria* (ABS Catalogue No. 2501.2).
- Social atlases, based on results of the 1986 census of population and housing, for Sydney (ABS Catalogue No. 2502.1), Perth (ABS Catalogue Nos 2501.5 to 2505.5) and Canberra (ABS Catalogue No. 2501.8). (Social atlases for some other capital cities were published earlier.)
- *Census 86 – Australian Families and Households* (ABS Catalogue No. 2506.0).
- *Aboriginal and Torres Strait Islander People in Queensland* (ABS Catalogue No. 2510.3).
- *Census 86: Data Quality – Aboriginal and Torres Strait Islander Counts* (ABS Catalogue No. 2602.0).
- *Aboriginal Births and Deaths: Review of Data Quality and Statistical Summary, South Australia, 1988* (ABS Catalogue No. 4104.4).
- *Queensland Families* (ABS Catalogue No. 4105.3).
- *Women in Western Australia* (ABS Catalogue No. 4108.5).
- *Australia's Children* (ABS Catalogue No. 4119.0).
- *Estimates of Aboriginal Fertility, 1971-1986: An application of the own-children method of fertility estimation* (ABS Catalogue No. 4127.0).
- *Schools, Australia 1989* (ABS Catalogue No. 4221.0). This publication includes, for the first time, separate statistics on Aboriginal students.

- *Measuring Unpaid Household Work: Issues and Experimental Estimates* (ABS Catalogue No. 5236.0).

Special projects were undertaken by the ABS for other agencies, including the following:

- For the Bureau of Immigration Research, a report on the economic status of migrants.
- For the Office of Multicultural Affairs, a study of SBS broadcasting regions.
- For the Queensland Office of the Department of Immigration, Local Government and Ethnic Affairs, a report on future office location requirements in south-east Queensland. The report was based on a client survey involving migrants and census data analysis and projections relating to the migrant community.

For the Office of Multicultural Affairs, the ABS has run a seminar on ABS data.

The ABS has an outreach program to libraries with collections of ABS material to promote understanding by librarians and their user communities of the range of ABS statistical products and services. This fulfils an expressed need to fill an information gap which has been causing concern in many libraries, particularly those in country areas. This program was expanded to additional libraries in 1989-90.

The ABS participated in forums arranged by the Office of Multicultural Affairs in Adelaide and Canberra to bring together Commonwealth agencies and community groups to discuss access and equity implementation issues. In addition, the ABS participated in the annual Community Information Exposition in Brisbane to provide information about the ABS and its statistical products and services.

The ABS has recently completed a major review of its social and labour statistics. While the review was primarily centred around a number of areas of social concern (eg health, welfare and education) it also focussed on the statistical needs of special population groups (eg the elderly, the disabled, families, Aborigines and women). The criterion for defining a special population group was the recognition of certain social and economic problems experienced in common and the need for the community to respond to those problems. The review concluded that statistics on special population groups were a high priority and recommended that the ABS continue to develop its social statistics along the twin axes of population groups and areas of social concern.

Activities in relation to data collection of particular note in regard to social justice and access and equity include the following:

- There has been consultation with appropriate organisations on Aboriginal and ethnic enumeration arrangements for the 1991 census of population and housing. A test of enumeration arrangements for Aborigines in remote areas was conducted in August 1989.
- For the monthly population survey and all other ABS household surveys, an interviewer who is knowledgeable in the appropriate language and culture is assigned to conduct an

interview in a case where there is difficulty interviewing a household in English. In general the interviewers in the larger cities, between them, speak a large number of languages, such as Chinese, Croatian, French, German, Greek, Italian, Lebanese, Serbian, Turkish and Vietnamese. Where a respondent speaks a language not spoken by an interviewer, the services of a specialist interpreter are obtained. Aboriginal interviewers are employed to assist in collecting information for household surveys conducted in Aboriginal communities.

- A national health survey has been successfully conducted since October 1989 and will be completed in September 1990. Final results are expected to be released progressively from April 1991. In a case where a respondent does not speak English, the interview is conducted by an ABS interviewer fluent in the language of the respondent, or an interpreter is used. A separate self-completed questionnaire seeks information from women respondents to the survey on a range of issues specific to women's health. The questionnaire is available in Arabic, Croatian, German, Greek, Italian, Polish, Portuguese, Serbian, Spanish, Turkish and Vietnamese.

Personnel development activities during 1989-90 directed towards increasing awareness by ABS staff of access and equity issues included participation in Language Awareness Week activities and coverage of access and equity issues in courses such as the orientation and telephone techniques courses and the supervisor and middle manager development programs. Cross-cultural workshops have been conducted for staff to increase sensitivity to cultural barriers.

As part of its involvement in work experience schemes, the ABS has participated in the Overseas Trained Professionals Program, in which graduates from non-English speaking countries spend a number of weeks working in the ABS on statistical projects.

Appendix 14 PROFESSIONAL PAPERS BY ABS OFFICERS, 1989-90

Officers of the ABS prepared the following professional papers which were presented or published during 1989-90:

M. Anderson: *A Preliminary Study of the Distribution of Income, Taxes and Benefits of Farm Households*. Presented to the Economic Society of Australia Annual Conference, Adelaide, July 1989.

K. Arthy, I. Bramley, N. Brown and S. Ross: *An Assessment of AMPS Model Equations*. Presented to the 1989 Australasian Meeting of the Econometric Society, Armidale, NSW, July 1989.

C. Aspden: *Development of Multifactor Productivity Estimates for Australia*. Presented to the Conference of Economists, Adelaide, July 1989.

N. Batty: *Gross Domestic Product, Employment and Productivity, 1982-83 and 1985-86*. Published in Australian National Accounts: National Income and Expenditure, June quarter 1989 (ABS Catalogue No. 5206.0).

N. Brown: *Selected Recent and Prospective Developments in ABS Economic Statistics*. Presented to the 1989 Australasian Meeting of the Econometric Society, Armidale, NSW, July 1989.

C. Conran, R.W. Edwards and W.O. Egan: *Front-End Statistical Processing Using Microcomputers*. Presented to a Meeting of the International Association for Official Statistics, Bilbao, Spain, September 1989.

P.A. Cox: *Knowledge Based Systems at the Australian Bureau of Statistics*. Presented to a Seminar on Integrated Statistical Information Systems, Bratislava, May 1990.

R. Crockett: *Agency Perspectives (A View from the Trenches)*. Presented to a Seminar on Classification Management Responsibilities, Melbourne, March 1990.

M. Dickson: *Causes of Death Statistics*. Presented to the Seventh Conference of Librarians in the Criminal Justice System, Canberra, May 1990.

R.W. Edwards: *Personnel Development in the ABS*. Presented to an Australian Public Service Heads of Management Meeting, Canberra, September 1989.

R.W. Edwards: *Classification Management in the Australian Bureau of Statistics*. Presented to Seminars on Classification Management Responsibilities, Sydney, Adelaide and Melbourne, February and March 1990.

R.W. Edwards: *Operational Aspects of National Statistical Offices - The Australian Situation*. Presented to the Eleventh Conference of Commonwealth Statisticians, Canberra, April 1990.

W.O. Egan: *Overview: New and Potential Uses of Technology in Statistical Organisations*. Presented to the Eleventh Conference of Commonwealth Statisticians, Canberra, April 1990.

B.M. Fogarty and P.M. Hambly: *Integration and Dissemination of ABS Geographical Based Information*. Presented to the Australasian Urban and Regional Information Systems Association Conference (URPIS 17), Perth, November 1989.

M. Gibson and J. Stamoulis: *The 1988 ABS Housing Survey: Some Results and Implications*. Presented to the Third Australian Family Research Conference, sponsored by the Australian Institute of Family Studies, Ballarat, November 1989.

B.W. Green: *Computing Strategy for the 1991 Population Census*. Presented to the Ninth Annual Conference of the Fujitsu Users' Association of Australia, Canberra, May 1990.

R. Green: *Dissemination and Marketing of Statistical Products*. Presented to the Eleventh Conference of Commonwealth Statisticians, Canberra, April 1990.

G. Griffiths and D. Poon. *The Development of a Knowledge Based System to Assist in the Validation of Sample Designs*. Presented to Statcomp 89, Adelaide, July 1989.

J. Harwood: *Measuring Unpaid Household Work: Issues and Experimental Estimates*. Published as an ABS Information Paper (ABS Catalogue No. 5236.0), February 1990.

P.J. Hughes, S.J. Linacre and I.M. McDermid: *The Use of Graphical Methods in Editing*. Presented to US Bureau of the Census Annual Research Conference, Washington DC, March 1990.

D. Hunter: *Linkages Between Old and Revised Classifications; Multi-Coding; Uses of Computers in Classification, Including Computer-Assisted Coding (CAC)*. Presented to the ESCAP Workshop on Economic Classifications for Population Censuses and Surveys, Bangkok, April-May 1990.

L. Ingham and R. Harvey: *Natural Resource and Environmental Accounting in the National Accounts*. Presented to the Executive Workshop on Environmental Accounting at the Australian National University, April 1990. Published in Australian National Accounts: National Income and Expenditure, March quarter 1990 (ABS Catalogue No. 5206.0).

D. John: *Modelling and Forecasting Employment in Australia - A Time-Based Approach*. Presented to a seminar for SA State government departments, Adelaide, March 1990.

V. Lazarro: *A Decentralised Software Solution with Centralised Control*. Presented to the Commonwealth Department of Finance Seminar: Financial Management Information Systems - Public Sector in the 1990s, Melbourne, June 1990.

G.F. Lee: *Large Scale Household Survey Conducted by the Australian Bureau of Statistics*. Presented at the ESCAP Seminar on Design and Evaluation of Household Sample Surveys, Beijing, May 1990.

J. Lord: *Graphics Rules OK*. Presented to the Annual AUSGRAPH Conference held by the Australasian Computer Graphics Association, Melbourne, July 1989.

J. Lord: *What You Get is What You See*. Presented to the ANZGRAPH Conference held by the New Zealand Institute of Draughtsmen, Wellington, November 1989.

I. Marshall: *Intrastate Travel by Queensland Households, October 1989*. Presented to the Tourism Research Committee, Sydney, June 1990.

J. Paice: *Cost Issues Associated with the Australian Census of Population and Housing*. Presented to a UN Inter-Regional Workshop on Planning, Organisation and Administration of Large Scale Demographic and Social Data Collection Activities for Small Areas, Bangkok, November 1989.

N. Patterson: *The ABS Survey of International Trade in Services: Background Briefing*. Presented to the Trade in Services Group of the Trade Development Council, Sydney, December 1989.

M. Roden: *Covariates of Divorces in Australia, An Analysis Using Proportional Hazard Models*. Published in Journal of the Australian Population Association, Vol. 6, No. 2, November 1989.

P. Rossiter and N. Brown: *The Analysis and Modelling of Revisions to the Australian National Accounts: Some Preliminary Results*. Presented to the Economic Society of Australia Annual Conference, Adelaide, July 1989.

G. Sarossy and P. White: *Own Account Production, Transactors and Transactions*. Presented to a meeting of the Voorburg Group, Ottawa, Canada, October 1989.

G. Sarossy and M. Colledge: *A National Business Statistics Program and Australian Experience*. Presented to the Eleventh Conference of Commonwealth Statisticians, Canberra, April 1990.

D.G. Smith: *1991 Census of Population and Housing*. Presented to the Australasian Urban and Regional Information Systems Association Conference (URPIS 17), Perth, November 1989.

M. Sparks, J. Hillerman and P. Sutcliffe. *Computers, Phones and Surveys*. Presented to Statcomp 89, Adelaide, July 1989.

J.H. Struik: *Statistical Output Services and Revenue Raising from the Business Register*. Presented to the Fourth International Roundtable on Business Survey Frames, Newport, Wales, October 1989.

D.J. Trewin: *Comments on STL: A Seasonal Trends Decomposition Procedure based on LOESS*. Published in Journal of Official Statistics, Vol 6, No. 1, 1990.

D.J. Trewin: *An Expert System for Seasonal Adjustment*. Presented to the Forty-seventh Session of the International Statistical Institute, Paris, September 1989 and published in the Bulletin of the International Statistical Institute.

D.J. Trewin: *Improving the Use of Population Census Data*. Presented to the Eleventh Conference of Commonwealth Statisticians, Canberra, April 1990.

A.J. Wood: *Classifying Deaths from Asthma*. Presented to the Second National Asthma Epidemiology Workshop, McLaren Vale, April 1990.

M. Yard and B. Moody (co-authors with C. Divakaran-Brown and E. Butler of the Aboriginal Health Organisation of SA): *Aboriginal Vital Statistics – South Australia: Review of Data Quality – Aboriginal Death Records*. Presented to the National Centre for Epidemiology and Population Health (NCEPH) Workshop on Aboriginal Mortality, Kioloa, NSW, July 1989.

Appendix 15 SPECIAL ARTICLES IN EARLIER ABS ANNUAL REPORTS

Special articles have been included in most ABS Annual Reports to present information and views on important longer-term or broad issues affecting the nation's statistical service. A list of the articles in earlier Annual Reports is given below, showing in brackets after each article title the year of the Annual Report in which the article appeared and the part of that Report where it can be found.

The collection of information (1976-77; section 2)

Forward planning in the ABS (1977-78; section 2)

Preparations for the 1981 census of population and housing (1978-79; section 2)

The accuracy and reliability of estimates of national income and expenditure (1979-80; section 2)

Minimising reporting burden (1980-81; section 2)

A decade's work program (1981-82; section 2)

The ABS program of population surveys (1983-84; pages 7 to 11, supplemented by Appendix 5)

The ABS program of industry collections (1984-85; pages 8 to 13, supplemented by Appendix 5)

Dissemination of statistics by the ABS (1985-86; pages 9 to 14)

ABS corporate plan (1986-87; Chapter 2)

Health statistics and the report of the Better Health Commission (1986-87; Chapter 3)

The role of a national statistical office (1986-87; Appendix 10)

Statistics and privacy (1987-88; Chapter 3)

Media liaison for ABS health survey (1987-88; Appendix 12)

A quart out of a pint pot (1988-89; Chapter 2) – This article examines how the ABS increased significantly the range, timeliness and quality of its statistical products and services over the preceding 13 years, with a static level of resources)

Household expenditure surveys in Australia : A chronology (1988-89; Appendix 15)

Complaints to the Australian Press Council (1988-89; Appendix 16)

